Akram Shaikh

A/3, 602, Gulsan park society,

Sayyad pura,

Surat.

Date :

To

The HR Manager,

Abc company.

Subject: Resignation letter

Respected sir/madam

I am writing this letter to resign from Abc company. I am getting better opportunity in career and hike in salary. This job will give me wide exposure and flexiblity in working hours. I hope you will accept my resignation letter.

Thankin you

Yours faithfully

Akram shaikh