<Name>

<Designation>

<Company Name>

<Address>

<City, State>

<Date>

Subject: Resignation letter

Dear Mr. / Ms. <Surname>

Kindly accept this letter as notice of my resignation from my position as ABC. As I wish to be relieved by next month, so till DD’MM’YY I will be working with you.

It has been an amazing experiences with you sir/ ma’am and team over the last XXX years. I have learnt a lot from you all which I know will help me in the upcoming opportunities. Your organization is balanced for continued growth and I wish you success for future.

I would be happy to help you and provide guidance to recruit my replacement so that the system continues to function smoothly even after my exit.

Thank you again for the opportunity and learning you provided. I wish you and your employees all the best and I look forward to staying in touch with you.

You can email me anytime at abc@somedomain.com or call me at XXXXX

Yours Sincerely,

ABC