

Date Month, Year

The(Person)

Name of the company

Address.

Subject: Regarding resignation to get the release order

Dear Sir

With due respect, I wish to formally notify that I have been selected in.....(new place). So I need to resign from my position asand a release order with experience certificate to join there within 2nd December, 2012. According to my employment rule at the clause no (6.a) I am requesting you to accept my resignation and issue release order with experience certificate to join there. So my last day of employment will be 30th November 2012 as per my obligations. I can assure you that all assignments will be done by me within one week.

I appreciate the opportunities I have been given in(company)and your intellectual guidance and support. I wish the best success of (Name of the Company) in the near future.

Sincerely yours,

(Name of the applicants)

(Designation)

Exercise: Suppose you are Karim/ Shelly. You have got a job as a teacher in “Y” High School. You have been working in “K” High School since 2012. Now write a resignation to the headmaster of your current working place.