

Veltech University

Department of Computer Science
Chennai, Tamil Nadu

September 12, 2025

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

To
[Recipient's Name]
[Company Name]
[Company Address]

Subject: Resignation Letter

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and comes after careful consideration of my personal and professional goals. I am grateful for the opportunities I've had to grow and contribute during my time here. Working with such a talented team has been a truly rewarding experience.

I will do my best to ensure a smooth transition and complete any pending responsibilities before my departure. Please let me know how I can assist during this period.

Thank you once again for your support and guidance. I wish the company continued success.

Sincerely,
[Your Name]