

<<<Date>>>

<<<Company Address>>>

**LETTER OF RESIGNATION**

Dear Sir,

Please accept this letter as my formal notice of resignation from <<<Company Name>>>. This is effective from <<<Effective Date>>>. I want to thank you for all you have done for me here at <<<Company Name>>>. It's been a pleasure working with this company, and representing the company as <<<Current Designation>>>.

I have accepted an offer with another firm and have decided to tender my resignation as of today. This decision was not an easy one and involved many hours of thoughtful consideration, particularly with respect to my own plans for my future. I am confident, however, that this new position represents a positive move toward fulfilling my career goals.

My main thoughts now are to work as hard as possible to wrap up my projects here and turn over my responsibilities as smoothly as possible without any future effects arise on them.

You, team members and the company have been fair with me, and I genuinely appreciate all your support. I wish <<<Company Name>>>. continued success, and I want to thank you for allowing me to be a part of your team.

Thank You.

Yours Sincerely,

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<<<Name of the resigned Employee>>>