Name and address of person who is resigning

Name and address of person to whom the resignation is being given

Date:

**Subject: Resignation**

Dear Ms/Mr \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due to personal reasons I have decided to move on therefore please accept my resignation from the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (designation). I would like to be relieved of my services by \_\_\_\_\_\_\_\_\_\_\_\_ (date), which is two weeks from now. I am aware that the organization has a notice period clause of one month, so this may please be considered as my notice period.

It has indeed been a great pleasure working and being associated with an organization of repute like yours. I have learnt a lot individually and professionally. I am thankful to all those who I have interacted with for being such support to me.

I can always be contacted at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone number) or you can write to me at \_\_\_\_\_\_\_\_\_\_\_\_\_ (email address) for any queries. Please do let me know who do I need to hand over the charge to.

Best regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_ (your name)