

Simple Resignation Letter

From,

Sender's name

Address

City State Pin Code

Your Contact Number

Your Email Id

Date

Name of the Company

Address City State Pin Code

Sub: Resignation

Dear Mr./Ms. Name,

Please accept this as my official resignation notice from the post of {your designation} from {name of the company} on {date}.

I wish to assist you with my replacement so, please let me know if I could be of any help.

Sincerely,

Signature.