

Resignation Letter

David Denial
Blue Pipe Guest House
Texas, USA-820559
DavidD@gmail.com

Date: 10th March 2022

Mr. Omghu Ingram
SOF Marketing
Rhino Street
California – 800022

Dear Mr. Omghu,

I, (Employee Name), have decided to resign from (designation) at (Organization name) with effect from (date). However, I apologize for not being able to complete the notice period due to some personal reasons that I shall communicate with you in person. My last working day will be on (date).

I expect you to understand this emergency. Also, I'm available on (email id), you can email me my last paycheck and the remaining dues.

Sincerely,
David Denial,
58/8 - Building X,
Delhi-400225