

Resignation Letter

Tom Ford
542 Main Street
Texas, USA

06-9-2022

To,
Nikole Thomas
RT 55/542 Park road.
Cotonou, Benin
642-992-0927

Subject: (_____)

Dear Nikole Thomas,

This letter is a resignation notice due to (mention the reason).

I Tom Ford working as (mention designation) want to inform you that I am resigning from your organization effective from ----- (date). Abiding by the company norms I am ready to serve 45 days notice period.

I feel sorry to tell you that my reason for quitting is stress due to personal as well as professional reasons. The stress has taken a toll on me that I am unable to continue. I extend my regards to the company for giving me opportunities to excel in my field. Please accept this resignation letter.

Yours Sincerely,
(Your Signature)
Tom Ford