

# Resignation Letter

From,  
Harry Russel  
65/451 Jefferey Road  
Pittsburgh, 876534

8-08-2022

To,  
Jack Lara  
423-221 At Avenue  
Springfield GI 09674

Subject: -----

Dear Jack Lara,

Consider this letter as a formal notice of my resignation from the position of (Designation).

I Harry Russel have joined the school in (mention years) and due to joining the school back, I won't be able to continue. The work ethics in your organization impressed me so much that I want to continue but my other commitments not making it possible.

My last working day will be (mention the date ) and I will serve the notice period of 2 years as per employee agreement. I sincerely pay my regards to you for guiding me all throughout my tenure.

Kindly accept my resignation letter.

Yours Sincerely  
(Your Signature)  
Harry Russel