

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,

This is to inform you that I am resigning from the post of (mention job title). I have been working here for 3 years but now want to resign with immediate effect.

I have taken this decision due to (mention the reason) so, I am unable to continue working here. I respect the company's policy but as I mentioned I am bound to immediately leave. Please accept this resignation notice.

Yours Sincerely,
(Your Signature)
Harry Russel