**Professional Resignation Letter**

From, Bertha Riggs

Pellentesque Ave

Villa Park Hawaii, 43526 (000) 123-1234

[berthariggs@email.com](mailto:berthariggs@email.com) August 20, 2019

To,

Caster Richardson Manager

GRIP Corp.

7803 Green Park Rd.

Hawaii, 43526

Subject: ( )

Dear Caster Richardson,

I am (NAME), (Job designation) writing this letter to inform you that I will not be able to continue my work as the Assistant Manager of the HR department of this company. I understand that according to my employee contract, my notice period is 3 months. I hope that by the end of this period, all the formalities will be completed.

I humbly request you to accept my resignation. Thank you,

Yours Truly (Your Signature) Bertha Riggs