

Professional Resignation Letter

From,
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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

