

What to Say When Resigning

From,
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Date:

To,
Rajpal Yadva,
Bhkhaneri Shahar
USA-8970998
rahj@gmail.com

Dear Sir/Madam,

I am writing this letter to announce my resignation from the post of Finance Manager, the position which I held to form the past four years. It was great working in this organization which taught me a lot in my field and has given me a headway for my further endeavour.

I am submitting this letter as per my Employment Contract, which requires me to send a notice 2-week before my last day. I engaged a lot of thought before taking this decision, and I thought it might be the right time to ply my trade in other areas.

I want to extend a note of gratitude to everyone who worked with me and for my seniors for giving me a chance to serve this great organization.

Thank You.

Yours Sincerely,

Arjun Rampal,

