

# Good Resignation Letter

{First Name} {Last Name}  
{Your Correspondence Address}  
{City} {State} {Pin Code}  
{Your Contact Number}

{Your Email Id}

{Date}

{Name of your boss}  
{Designation}

{Name of the Company}  
{Address}  
{City} {State} {Pin Code}

Sub: Resignation Letter

Dear Mr./Ms. {First Name} {Last Name},

With great regret, I want to inform you that I am resigning from my post as a {insert your post} from {insert company name}. And, I'll serve a notice period of 2-weeks. So, my last working day at the office would be {insert the date}. I would request you to kindly accept this as my official notice of resignation.

Also, I would like to thank you from the bottom of my heart for giving me so much love and support and opportunities to learn new things. The last 10 years in your company were the best years of my life, I learned new things, explored a number of opportunities and became what I am today. However, I am bound to leave because I am relocating abroad with my family.

If I can help you with something during the transition period, please feel free to get in touch with me.

Thanking you,

Your Sincerely,

