

Official Letter of Resignation

Your Name

Designation

Address

Phone number

Email id

Date

Name of your current boss

Designation

Company Name

Address

Dear {Last Name of your Boss}.

With deep regret, I would like to bring your attention to the fact that I am resigning from my position as a Content Writer from your firm, effective from {mention your last working day at the office}.

I am so very grateful to you for providing me with enough support and opportunities that have made me what I am today. I have enjoyed every bit of the tenure with {name of the company}. I would always appreciate the way you appreciate your employees and allow them to learn new things and sharpen their skills. Whatever I have got from the company is extremely unmatched.

I and my husband are settling abroad. This is the reason why I have resigned. However, I respect all the rules and regulations and whatever I have promised to the company at the time of joining. So, I'll serve a notice period of 2-weeks.

If I can help you with the transition period, please let me know. I'll be glad to do that for you.

Once again thank you and wishing you the best of luck for your future endeavors.

Sincerely,

Your name and signature

