

# Professional 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 let you know that I am hereby resigning as a {your designation} from your company. My last day at {name of the company} would be on {date}.

I would like to thank you from the bottom of my heart for the opportunities you have given to me. Your leadership and professional guidance have brought me confidence and efficiency. You would always be my mentor for life.

Your Sincerely,

Your name and signature

