

Simple 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},

I would request you to kindly accept this as my official notice for resignation from the post of {your designation} from your company {name of the company} on {mention the date}.

If you need my assistance for training my replacement, please let me know.

Sincerely,

Your {Name and Signature}.

