[your address]

[your address]

[your phone number]

[date]

[person’s name]

[name of company]

[company address]

[company address]

Dear [person’s name]

I would like to inform you that I am resigning from my position as [job title] for [name of company you work for]. My last day of employment will be [date].

Thank you for opportunity to work for this [company **or** organisation]. I wish [company or organisation name] all the best for the future.

Please let me know if I can be of assistance during this transition.

Yours sincerely (when you know the person’s name) **or**

Yours faithfully (when you don’t know the person’s name)

[your name]