

## Resignation Letter

Name: (of emmployee)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E mail: \_\_\_\_\_

**Date:** \_\_\_\_\_

To,

**Subject:** Letter of \_\_\_\_\_(One month) notice period for my Resignation as \_\_\_\_\_.

Dear Sir,

I would like to inform you that I am resigning from my position as \_\_\_\_\_ for the \_\_\_\_\_ (name of firm), **effective date of resignation is** \_\_\_\_\_ .

Consider this letter **as one month notice period from effective date**. During this notice period I will hand over my charge to my replacement if there is.

Thank you very much for the opportunities for professional and personal development that you have provided me during the last \_\_\_\_\_ years. I have enjoyed working with and appreciate the support provided me.

Please let me know that whom should I hand over my charge and provide a training of work I do, to ensure smooth functioning of company.

Sincerely,

**Sign:**

Name: \_\_\_\_\_

Mob : \_\_\_\_\_