

Sample Official Resignation Letter Generator

From,

Date ----- (Date of letter)

To,

Dear Sir/Madam,

I am writing to inform you of my decision to resign from my position as -----
--- (your post) which I held in ----- (company name) from ----- (date of joining) ,
for a period of ----- (tenure of employment).

Please consider this as a notice for resignation, effective for ----- (notice period) from
today. My last date in the company will be -----(date of last working day)

I am leaving because I ----- (mention reason for resignation: accepted a higher post in
another company/relocating/changing your field/going for further education)

It has been a pleasure to work at ----- (your company name) and I have learnt a great deal
from my time here.

I am willing to spend ----- (number of days/months) in familiarizing my successor with
the requirements of the job.

Thanking you

Yours truly

Signature and name