

To
(Mr. /Ms. followed by the name of the HR person)
(Designation of the person)
(Name of the Company)
(Address)

Salutation (Dear Sir/Madam),

This is to bring to your notice that I would like to resign from the company with effect from (mention the date of your last working day). I will serve my notice period of 30 days before leaving the company and provide all the necessary support to transfer my duties to my replacement.

Though working at (company name) was a great learning experience for me, yet I have decided to leave in order to move further in my career. I enjoyed working here and feel grateful for providing me with challenging opportunities in such a friendly work environment.

Please accept my resignation and inform me about all relieving formalities that need to be fulfilled.

Thanking you,

Yours Sincerely,

(Name of the Candidate)
(Signature)
(Date)