[Sender Name]

[Sender Designation]

Date:

[Name of Recipient]

[Recipient Designation]

**Subject: Notification Letter for Resignation**

Dear Mr./Mrs.[name of Recipient],

I am writing this letter to notify you that I will resign from the position of [mention Job Title] on [mention date]. I have recently been offered the position of [mention job position/title] at [mention Company name] and I don’t want to miss this opportunity.

I am grateful to the company about providing me the opportunities to work, learn and polish my skills for past [number of years] years. I will never ever forget that and I will always wish that the company would keep on growing. Please let me know if I could be of any help during this transition.

Thanks again to all of you for such a great time and always guiding the right way. I wish you all the best and will look forward to stay in touch with you.

Feel free to contact me for further queries.

Regards,

Yours Sincerely,

[Sender Name]

[Sender Contact Details]

[Sender Signature]