To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Formal Resignation Letter**

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

I am writing this letter to inform you of my resignation from the position of [mention Job Title or Position] with effect from [mention Date].

The past five years were the most important years of my professional life and career. For that, I would like to thank you, all of my other colleagues and the employers who always trusted in me and appreciated my efforts for the company. The whole tenure was full of learning new skills and having new experiences with professional skepticism.

During this transition, I would be more than glad to offer my assistant to train or delegate my responsibilities to my successor. Make sure to timely inform me in this regard.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]