To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Heartfelt Resignation Letter**

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

Please accept my resignation from the position of [mention Job Post/Title] at [Company Name]. This letter will serve as my official resignation and will be effective from [mention Date].

It is with deep regret that I am writing this letter of resignation as I enjoyed a lot during this period of five years. I will never ever forget what I learned from the experiences of this job. I want to thank you from the bottom of my heart to provide me the opportunity to work alongside professional and competent persons such as yourself. Truly, it was an honor for me.

Till the last day of my employment, I will be available for you and if you require any help or assistance from me, it will be my pleasure to be of help to you.

Best Regards,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]