To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Professional Resignation Letter**

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

I am writing to inform you about my decision to resign from the position of [mention Job Title/Position], effective [mention Date].

During my employment, it was my pleasure and honor to work besides a group of competent and professional persons such as yourself. I would really like to thank you for being my mentor and guiding me in every difficult situation. Working with you enable me to polish my skills and to explore new opportunities.

I appreciate your understanding of my decision and please let me know if I could be of any assistance during my remaining stay at the organization. I wish all the very best to you and the company.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]