To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Short Resignation Letter**

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

Please accept this letter as my official notification of resignation from the position of [mention Job Title] at [name of the Company]. This notification will be effective from [mention Date].

Feel free to contact me if I could be of any help during this period.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]