LETTER OF RESIGNATION FROM EMPLOYMENT

 Dear (Your Employer),

 I’m writing to inform you that I am resigning from my position as (your position at the time of resignation) for (Name of the company), effective from (Date of effective resignation preferably after the notice period).

 I am grateful for the opportunity to learn from you and the team. Thank you for your support, mentorship, and guidance over the past (years of work) years.

 If I can be of any assistance during the transition, please let me know.

 Best regards,

 Your name

 (Your personal Email)

 (Personal Phone number)