**RESIGNATION LETTER SAMPLE**

Respected Sir/Mam,  
  
It has been a pleasure for me to work in an organization that is growing rapidly and has been topping the charts for the best place to work by LinkedIn for the last 3 years.  
  
I would like to bring to your notice that I will be resigning from my post of Content Writer with immediate effect. This decision is taken by keeping in mind the personal problems that I have and they need immediate attention.   
  
In my tenure of 4 years. I feel I have got very challenging opportunities that helped me hone my skills and also made me a better professional. I learned not only client dealing but also understood how diplomatic relations work and I will be thankful for this forever.  
  
I would request you to start my exit process as soon as possible as I plan to serve the notice period for 2 weeks and then sign off.  
  
Regards  
Full Name  
E-Signature