**RESIGNATION LETTER EXAMPLE**

Respected Sir/Mam,

This is the formal intimation of my resignation.

I feel privileged that I got an opportunity to be part of a company that believes that the growth of an employee is as important as the growth of the company. In my tenure here I got to learn a lot about teamwork, professional relationships, and also how to work under pressure.

This decision of mine is not taken because of the inconvenience caused in my work life but due to certain personal situations. I need to settle down disputes that have been challenging my mental peace.

For this, I am not sure how much time will be required and hence decided to step down from my position so as to not bring any big losses to the company.

I guarantee you that I will co-operate for any legalities to be completed before I leave. Also, I would like to add that I feel there are many people who have the potential to take over the position which is going to be vacant after I leave or I can help in conducting interviews for filling up this position as soon as possible.

Regards
Full Name
Department