Your name

Your full address

Your city, State zip code

Your phone number

Your email ID

Date

Manager’s name

Designation

Company name

Full address

City, State zip code

Dear Sir/Ma’am,

I would like to inform you that I, (name), working as a (position) in your company, would like to submit my formal resignation, effective (date). I am resigning with such short notice due to (reason). I apologize for the inconvenience of the matter, but I hope you can understand my urgency.

I am thankful for the opportunities the organization has provided. The past (your tenure) has been a tremendous learning curve, and I cannot thank you enough for that.

I will be highly obliged if you consider my request and do the needful. I am willing to give my best during this transition time to lessen the hassle, if any.

I am providing my contact details along with this letter, and you are welcome to call or text me, should you be in a fix.

Sincerely,

Your signature

Your full name

Your position