

From,

\_\_\_\_\_ (Your name)  
\_\_\_\_\_ (Your address)  
\_\_\_\_\_

Date \_\_\_\_\_ (date of letter)

To,

\_\_\_\_\_ (employee's name)  
\_\_\_\_\_ (employee's address)  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr. /Ms \_\_\_\_\_ (name of the concerned person),

This letter is to inform you that I am resigning from the post of \_\_\_\_\_ (mention post) with effect from \_\_\_\_\_ (mention date). I am finding it difficult to cope with family and work due to personal reasons.

I had a very rewarding experience in the organization all these years. Under your supervision, I learned how to face new challenges on the job. I feel very sad to leave my job and all of you.

It is a tough decision for me to resign and I hope it will benefit my family. Please accept my resignation and inform the HR department to settle all my dues.

Looking forward to hearing from you,

Yours sincerely,  
\_\_\_\_\_

(Signature and Name)