

From,
Vijaya Sharma,
21/45, 1000 lights,
Chennai 1000606.

1st October 2013

To,
The Head of the Department,
General Insurance Company,
Station Road,
Chennai.

Subject: Resignation Letter

Dear Sir,

This letter is to inform you with regret that I am submitting my resignation from the post of administrative assistant with effect from 1st November 2013.

I am getting married on 15th November 2013 to Mr.Pavan Kumar of Bangalore. I decided to resign and join my husband's family after marriage.

It has been a rewarding experience for me all these years in the office. Under your supervision and guidance, I gained a lot and learned to face new challenges.

My decision to resign from the job is not an easy one. I have considered various options and finally decided to quit.

I am thankful to all the colleagues who were supportive of me all through this tenure.

Please accept this resignation and inform the HR department to settle all my dues.

Looking forward to hearing from you,

Thanking you,

Yours sincerely,
Ankit Sharma