ABC

Mob. No-+XXXXX

Email Id: abc@gmail.com

Date

Name

Title

Organization

Address

City, State, Zip Code

Subject:

Resignation Letter

Dear Mr./Ms. Last Name:

Please accept this letter as a formal notice that I wish to resign from my position as XYZ within the ABC organization, wef DD/MM/YY. Due to certain unwanted circumstances happened in the workplace, I would like to resign immediately. I would not be able to serve the notice period of 15 days as required by the terms and conditions of my contract letter. I appreciate the opportunity provided by the company.

Thank you for all your help and support.

Sincerely,

You’re Signature