[Name of the person to whom resignation is addressed]

[Their position]

[Organization name]

[Address]

[Date]

Dear Mr./Mrs./Ms/Miss [Surname],

I am writing to inform you that I am resigning from [insert your post in the organization].

Please accept this as my formal letter of resignation and a termination of our contract. I will continue to work until [insert notice period date as per your employment contract] after then my contract will expire on [insert expiry date].

I appreciate the time and energy which you have invested in training me.  I believe that the skills which I have learned will serve me well in the future.  I will do my very best to ensure a smooth transition upon my departure and I will make sure that all the details/information are left available to the person who takes up my position after my departure.

I would be grateful if you could acknowledge this letter at the earliest available opportunity.

[Optional: if you would like me to attend exit interview then please let me know so that I can make arrangements].

I look forward to hearing from you.

Yours sincerely,

[Your signature]

[Your full name]