[Your Name]

[Your Current Position]

[Your Employee ID]

[Your Present Company Name]

[Your Email Address]

[Today’s Date/Date of Resignation]

[Subject: Letter of Resignation]

[Employer Contact Name]

[Employer Title]

[Employer Company Name]

Dear Mr./Mrs. [Last Name],

I would like to inform you that I am submitting this formal notice of resignation from my present position at [Name of Company].  My last day with this company will be January 31, 2021.

This was really not an easy decision for me to make, and I appreciate your support and opportunities for my professional development over my tenure at this company.  I really value the experience and knowledge I gained over the past couple of years. It has been a great pleasure working with you and the team as well.

I will also be pleased if I can be of any help during the transition period. Please let me know if any support is required.

Sincerely,

[Signature]

[Your Name]