

Resignation Letter

Date: / /

Dear Mr.,

Greetings,

I kindly request that you accept my resignation from the company for personal reasons. My last working day will be, which falls on / /

I extend my sincere thanks and appreciation for the time I spent with you and wish you continued success.

Respectfully,

Applicant:

Applicant's Signature:

Date of Notification: / /

Manager's Signature: