Date: \_\_\_\_\_\_\_\_\_\_\_\_

To,  
[Name of Addressee]  
[Designation of Addressee]  
[Name of Company]

Subject: Resignation letter

Dear Sir/Madam,

I regret to inform you that I am immediately resigning from my position as Software Engineer for AKAL Infosys due to reasons beyond my control. My last day of employment will be tomorrow, i.e., November 22, 2021.

I would like to take this opportunity to thank you for your continued support and the opportunities that you have provided me during the last four years.

Please accept my sincerest apologies for the inconvenience I have caused you.

Should you need anything for me or the transition process, you can reach me on my number, 8789065413.

I wish you all the best and lots of success for AKAL Infosys.

Sincerely,

[Sender's signature]  
[Sender's name]  
[Sender's contact details]