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

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

Subject: Resignation letter

Dear Sir/Madam,

I am writing to inform you that I will be resigning from my position as a [designation] for [company], effective [date].

During my time at [company], I have learned a lot and grown professionally. I am forever grateful to you for allowing me to be a part of the organisation and for allowing me to develop my skills. It was an absolute pleasure working with you and all my colleagues.

I would be more than happy to help the new person who will be taking over my roles and responsibilities with the transition process.

Should you need further information, do email me at abc@gmail.com or call me at 8787369801.

Sincerely,

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