

XYZ

E-mail: xyz

Mobile: +91 00000 / +91-00000

<Date>

<Name>

<Designation>

<Company Name>

<Address>

<City, State>

Dear Mr. / Ms. <Surname>

This is to inform you that I Xyz, an employee of your organization wants to resign from the position of [Job Title], and join Xyz firm from the following date. Please accept this email as my resignation from effective two weeks from today. My last day at [Company Name] will be [date].

I have accepted a position with another company that will enhance my growth and development in the long run. It was a wonderful experience working with [company name] I am taking back good memories and experiences from this company. However, I will look forward for new opportunities with other company; for better growth and enhancement for my career.

During the next two weeks, I am willing to help you in any way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement. Please let me know if there is anything specific that you would like me to do.

The journey has been magnificent in your organization.

Best regards,

Your name

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