**Resignation Letter**

Date:   
  
To,  
Boss / Reporting Officer ( RO) Name  
Designation  
Company Name

**Subject: Resignation Letter**

Dear Sir,  
  
         I, (Your Name ), after careful thought and consideration and with deep regret would like to inform you that due to some unavoidable family reasons I will not be able to render my services to this esteemed organization. ( Your Company Name) has indeed been a milestone for my career.

          I would like to thank you for providing me with an excellent opportunity to develop my skill set. My tenure at ( Your Company Name) indeed has been a learning experience. I also would like to thank all my seniors, peers and colleagues who have directly or indirectly helped me in discharging my responsibilities and achieving my present level of experience.  
  
          Kindly accept my resignation and relieve me of my duties by ( Leaving Date ).  
  
Yours sincerely  
  
  
Your Name

Designation

Department

Employee Code / No