***Resignation Letter***

*Dear Mr/ Ms … Name…. or Sir/ Madam.*

*First of all, I would like to say big thank the company and you that have supported a lots over the past few years. The working environment is very good and many opportunities to develop in the long term. Unfortunately, due to some personal reasons that do not allow me to continue working and contributing the company anymore.*

*I would like to inform you that i am resigning from the position of… from…. And i will do my best to train new comer for smooth transitions.*

*Sincerely,*

*Your Signature*

*Your Typed Name*