**To Date:**  
The manager,  
Company name,  
City name.

Sub: Resignation letter.

Dear Sir/Madam,

This is my resignation from the post of **[job title]**. I am resigning because I got a **better opportunity / to want to change my career/ some personal reasons/health issues.**

Therefore kindly accept my resignation so that I can serve my two weeks’ notice period and my last working date will be **[date].**

Thank you very much for the opportunity to work here.

Thanking you.

Sincerely,  
Your name,  
Employee ID.