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

Sub: Resignation - Reg.

Dear Sir/Madam,

I, **Mukesh Konuru**,  writing this letter to resign from my job as **sales officer** at **ABC Private Ltd** effective from **20 Jan 2022.** Kindly consider this is my two weeks’ notice.

I am leaving this job purely on the basis of my career orientation,  I will be always thankful for your support and guidance during my service here.

I hope you accept my resignation.

Thanking you.

Sincerely,  
Your name,  
Employee ID.