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

Sub: Resignation from the position of **[your job title].**

Dear Sir/Madam,

I would like to inform you that I **[your name]** resigning from my position as **[your designation]** at **[company name]**.

Thank you very much for making me part of your team, but due to some personal reasons, I have to leave this job.

Please consider this is my two weeks notice period and my last working date will be **[date]**.

I hope you approve of my resignation.

Thanking you.

Regards,  
Your name,  
Employee ID.