**To**  Place:  
The Manager, Date:  
Company Name,  
Address.

Sub: Resignation letter.

Dear Sir/Madam,

This is to inform you that I am **[Employee name]** resigning from my position as [job title] at **[company name]** with effect from **[date].**

I apologize for bringing up the resignation at the last minute, but because of unforeseen circumstances, I must make that decision.

Thank you very much for the opportunity to work here.

Thanking you.

Regards,  
Your name,  
Designation,  
Employee ID.