**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.