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

Sub: Resignation letter.

Dear Sir/Madam,

 Please accept this letter as the 1 weeks’ notice of my resignation from the position of **[job title]** at **[company name].** My last working date will be **[date].**

I have enjoyed being a part of the team and I am thankful for the opportunities you have given me during my time here.

Hoping for your kind understanding on this matter.

Thanking you.

Regards,
Your name,
Designation,
Employee ID.