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

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

Dear Sir/Madam,

I **[your name]**, working as a **[job title]** in our organization. I would like to submit my formal resignation from my position effective **[date]**. The reason for my resignation on such short notice is **[reason].**

I sincerely apologize for any inconvenience.

I look forward to your approval of my resignation.

Thanking you.

Regards,  
Your name,  
Designation.