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

Sub: Resignation letter.

Dear Sir/Madam,

I **[your name]**, would like formally resign from my position as a **[job title]** starting **[date]**.

I have been given a new job offer by **[Company name].** Therefore, I have to resign on such short notice. It will be very helpful for my career.

I will always be thankful for the opportunity to work with you.

I hope that you understand my circumstances and accept my resignation.

Thanking you.

Sincerely,  
Your name,  
Designation,  
Employee ID.