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

Sub: Resignation letter.

Dear Sir/Madam,

This is to inform you that I would like to resign from my position as a **[job title]** for personal reasons. I sincerely apologize for any inconvenience caused by my sudden notice of resignation, but I have no other option.

Therefore, please accept my resignation.

Thanking you.

Regards,  
Your name,  
Designation,  
Employee ID.