To Place:  
The CEO, Date:  
Hotel Green Park,  
Visakhapatnam,  
Andhra Pradesh 530045.

Sub: Resignation from the position of manager.

Dear Sir/Madam,

Please accept this letter as my formal resignation from the Manager position at Hotel Novotel. I have thoroughly enjoyed working here, however, to pursue other career opportunities I have decided to resign.

During my tenure at Novotel, I acquired skills related to guest experience, operations, staff management, and financial management, which facilitates my professional growth.

As per the company policy, I am providing a month's notice period my last working day will be 31st May 2024. I ensure a smooth transition during my notice and am willing to assist in training my replacement.

I sincerely express my gratitude for the support and opportunities provided to me during my service at Hotel Novotel. It has been a privilege to work with you.

I wish Hotel Novotel’s continued success.

Thanking you.

Sincerely,   
Your Name,  
Signature.