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

Sub: Resignation for the position of Steward.

Dear Sir/Madam,

I am writing to inform you that I am resigning from my position as Steward at Hotel Ginger, effective on 31 May 2024. I am giving a one-month notice period as per the company policy.

During my tenure, I have acquired so much knowledge and experience in guest-facing duties, and client and maintenance tasks.

Please let me know if I can be of any assistance during this transition.

Once again thank you for your opportunities and support.

Regards,  
Your Name,  
Signature.