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

Sub: Resignation Letter.

I am writing to inform you that I am resigning from my position of chef at Hotel Novotel, effective from 31 May 2024. I am giving one month's notice per company policy.

I have enjoyed my time working here and have learned a lot during my tenure. I have acquired skills in food preparation, cooking, and kitchen management.

I would like to thank you sincerely for your support and cooperation for all these years.

I ensure you a smooth transition and am always ready to assist in training my replacement during my notice period.

Thanking you.

Sincerely,   
Your name,  
Signature.