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

Sub: Resignation Letter.

Dear Sir/Madam,

I am writing to inform you that I am resigning from my post as a Waiter at Radisson Blu Plaza Hotel. My last working date will be 31 May 2024. The reason for my resignation is I got a new job offer.

I am grateful for the opportunities and experience provided to me during my tenure at Radisson Blu Hotel. I have learned so much about customer service and communication.

Kindly consider this as my one-month notice.

Thanking you.

Regards,  
Your Name,  
Signature.