**From**  Place:  
Your Name, Date:  
Designation,  
City - Pin Code.

**To**  
The Manager,  
Company Name,  
City - Pin Code.

Sub: Resignation Letter.

Dear Sir/Madam,

Please accept this letter as my formal resignation from my position as a [Designation] at XYZ Hospital effective on [Date]. Kindly consider this as my 1 month notice period.

Due to my upcoming wedding and relocation to [location], I won't be able to continue working here.

It has been a pleasure withering with the XYZ Hospital., I would like to thank you for providing me the opportunity to work for this organization and for supporting my professional development.

If you need any assistance transitioning to my new position, please let me know.

Thanking you.

Sincerely,  
[Signature]