From  
Suresh Kumar,  
Security Guard,  
Employee ID: 1245,  
Power Security Services,  
Visakhapatnam 530017.

To  
The Manager,  
Power Security Services,  
MVP Colony,  
Visakhapatnam 530017.

Sub: Resignation Letter.

Dear Sir / Madam,

I am resigning from my job as a Security Guard at Power Security Services from 30 June 2024. I am resigning because of some personal problems.

Kindly consider this as my 1 month notice period as per our company policy. I am ready to train my replacement during this notice period.

So please accept my resignation and relieve me on 30 June 2024.

Thanking you.

Regards,  
[Signature].