To
The Security Incharge,
Wisdom Security Services,
Ashok Nagar,
Bangalore 560025.

Sub: Resignation Letter.

Please accept this letter as my resignation from the post of Security Guard at Wisdom Security Services from 31 May 2024. I am resigning due to another job offer which I have been waiting for.

Currently, I was posted a as night shift security guard at Akshaya Patra Foundation, Gajuwaka. Please consider this as my 1-month notice. I ensure a smooth transition and handover of my duties during this notice.

I am grateful for your support during my tenure. I have acquired knowledge about patrolling, monitoring securing cameras, and responding to emergencies.

I wish Wisdom Security Services continued success.

Thanking you.

Regards,

Your name,
[Signature]