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

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

Sub: Resignation letter.

Dear Sir/Madam,

Please accept this letter as notice of my resignation from the [Your Designation] position at Hotel Green Park. My last working date will be 31 May 2024. I am resigning because of personal reasons / new career opportunities that I have been waiting for.

I have been fortunate for the opportunity to grow and learn about the hotel industry. Working at Green Park Hotel helped me to learn about guest relations, customer service, communication, and teamwork.

I will do my best to ensure a smooth transition during my notice period. I am also willing to assist in training replacements to the best of my ability.

Once again thank you so much for your support and guidance.

Sincerely,
[Signature].