**BASIC RESIGNATION LETTER**

**STEP 1:** Date. The date on which you are sending the letter.

**STEP 2:** Subject of the letter. Example - Resignation Letter/Resignation form job/Resignation from work/Resignation from my position.

**STEP 3:** Salutation. Example - Dear Sir/Madam/Mr/Mrs/Miss. Choose an option depending on whom you are addressing.

**STEP 4 :**Indicate decision to resign from the company, as well as the date of effectivity.

**Example:** I am writing this letter to tender my resignation from the position of Marketing Head. As per company policy my last working date will be Jan 23, 2020.

**Paragraph 2:** You may choose to indicate the reason for resignation.

**Example**: It was not an easy decision to put down my papers however due to personal circumstances which need my unwavering attention/ I am planning to pursue higher education/I have to relocate to be with my family.

**Paragraph 3:**Express gratitude for opportunities and professional fulfilment as you find necessary.

**Example:** Thank you for all the opportunities that you have provided me during the time I’ve spent with the company. I have enjoyed my work immensely, and I am grateful for all the support the company has provided me.

**Closing Paragraph 5:**Offer your commitment to help with transition.

**Example:** Please let me know if there is anything, I can do to help make this transition easier for the company. I am fully committed till my last working date.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]