**RESIGNATION LETTER SAMPLE**

[DATE]

Dear [RECIPIENT NAME],

I am tendering my resignation from the position of [POSITION] at [YOUR COMPANY NAME] with immediate effect. My last working date will be [DATE 1]. Kindly advise on the next steps.

I thank you from the bottom of my heart for all the mentorship, guidance and support that has been extended to me during my tenure of employment. It has been a truly rewarding  journey.

I will ensure smooth transition of roles & responsibilities to whoever is identified to replace me.

Kindly let me know if you have any question or query.

My best wishes to you!

Regards,

[YOUR SIGNATURE]

[YOUR NAME]