**SIMPLE RESIGNATION LETTER**

[DATE]

Dear [RECIPIENT NAME],

I am hereby tendering my resignation from the position of [POSITION] effective from [EFFECTIVE DATE].

I am very grateful to [YOUR COMPANY NAME] for all the the opportunities the company has provided me. I have learned and grown professionally in the company.  I profusely than my mentors, supervisors and colleagues for their unconditional support. I will cherish this experience for my entire life.

I will be happy to initiate transition to the incumbent identified to replace me.

My best wishes are with [YOUR COMPANY NAME]

Regards,

[YOUR SIGNATURE]

[YOUR NAME]