**NOTICE FOR RESIGNATION**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

Registered A.D.

To

[[Name]]

[[Name of father]]

[[Address]]

Dear Sirs or Madams:

1. I am writing to tender my resignation from my position of [[Position Held]] with effect from [[Date]].
2. [[Reason for Resignation]]. Therefore I would be grateful if you confirm receipt of my notification and of my leaving date.
3. If there is anything I can do to ensure a smooth transition period then let me know. May I take this opportunity to thank you and the [[Employer]] for the support and opportunities I have received during the course of my employment. I wish you, your team and [[Employer] nothing but success for the future.

Yours Truly,

[[Resignee Name]]

[[Resignee Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]