Name  
Chief Executive  
Company  
Address

City

Subject: Job Resignation Letter

Respected Sir,

I am “Your Name”, “Designation” tendering my job resignation from the job. As per requirement of two months resign notice in advance, this resignation starts from 4-Jan-2012, and 3-March-2012 will be my last working day at “Company Name”.

Although I wanted to say much more, I strongly believe the reasons leading to this decision are not forcing me to resign, but here is a matter of respect of mine and my colleagues, and I will therefore leave them untold at this time.

I appreciate and very happy having had the opportunity of being a member of “Company Name” for more than two years with all of my devotions and best performance. I also offer my best wishes for the continued success and growth of this company.  
Warm Regards,

Name  
Designation  
Company  
Address