To,

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department

South Sea software Ltd

C-7, Fourth floor

South sea, Hampshire,

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Resignation Letter Notice

Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am sending this letter as a notice for my resignation. I would like to give a notice period of two weeks before I leave this job. I have got an opportunity to work for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with another \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ company. It was not an easy decision for me and I decided to quit after many hours of thoughtful consideration, especially in terms of my future objective.

I had a wonderful working experience with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have gained a lot of new concepts, skills and expanded my knowledge with the help of my seniors and team members. I will try my best to finish my current project before I quit the organization to make it smooth for my team.

Thanking you

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