

Best Resignation Letter

Sample Template

Date : _____

To,
The Manager
Name of the Organisation
Address, City & State

Subject: Resignation Letter

Dear Sir / Madam,

With due respect I would like to inform you that due to some unexpected and unavoidable situation has occurred with my family because of that I have to go and stay with my family at my Native place which may take more than 5 months or may little long. As I mentioned that I don't know how long it will take so right now I am unable to continue my job.

Therefore, I am tendering my resignation letter with immediate effect and also like to show my helplessness for not even been able to serve the notice period. I have already left the city today early morning. It all happened very sudden because of that I was unable to inform/ intimate you or to any of my colleague.

Further, I kindly request you to please accept my resignation and let us me know if any formalities are required to be completed from my side which I will do it from here itself such as settling my full and final accounts etc. Your kind cooperation in this regard shall be highly appreciated.

At last, I would also like thank you to all my colleague and senior for their kind co-operation and support during my working tenure with the organization.

I wish for a great future and success to all co-workers and the organization.

Thanking you

Yours truly

Employee Name_____

Employee Code Number_____

Complete Address for communication_____
