

Sample Letter of Resignation

To

The HR Manager,
Orion Industries,
Mumbai

1st October 2013

From,

Ramesh Thakur
Marketing Manager
Orion Industries

Subject: Letter of Resignation

Dear Sir,

This letter is to inform you that I am resigning from the post of marketing manager from our company with effect from 1st November 2013. I am giving a one month notice period as per the company policy requirements.

I have been given an opportunity to head the marketing department in a private company and I want to utilize this opportunity and hence, have decided to resign. I had a wonderful time in the company with all my colleagues. My tenure in this organization for the past two years has been a rewarding experience. I grew personally and professionally in the company.

I request you to accept my resignation and do the needful in this regard.

Thanking you,

Yours Sincerely,

Ramesh Thakur