

Sample Resignation Letter with 15 Days Notice Period

Date: [Your Date]

To,

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Designation] at [Company Name], effective 15 days from today. My last working day will be [Last Working Day, 15 days from date above].

I would like to express my sincere gratitude for the opportunities and support I have received during my time with the company. Working at [Company Name] has been a valuable experience, and I am truly appreciative of the guidance and encouragement provided to me by you and the entire team.

Please let me know how I can assist during this transition period to ensure a smooth and efficient handover of my responsibilities. I am committed to maintaining the high standards expected and will do my best to make the process seamless.

Thank you again for the opportunities for personal and professional growth. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]