

Formal letter to manager/boss on resignation:

Mr Agarwal
Managing Director
8th Main Road,
Bangalore
12 August 2016

Dear Mr Agarwal

I hereby tender my resignation as Junior Officer with XYZ Ltd, as I am planning to take up a management course in near future. As per the company contract, I need to a month's notice period. Starting tomorrow, kindly relieve me from all responsibilities by 13 September 2016.

May I take this opportunity to thank you for all of the invaluable help, advice and encouragement during my tenure with XYZ Ltd. I have thoroughly enjoyed my time here but I would consider this time in life for new challenges, learnings and opportunities.

Yours sincerely

Raj Gupta

Kolkata