Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

It is with immense regret that I submit my resignation, effective 25th March. Please note that following my employment agreement, I have notified the company about my intent to resign a month beforehand.

It has been a pleasure working as the Assistant Supervisor, HR Department for 3 years. However, since the partnership of the company with ABC Corporation has been established 6 months ago, the workload has increased drastically. The deadlines are too short, and the number of pending projects has been piling up. With such a stressful working environment, my mental health has been declining. This is the reason behind my resignation.

I hope you find a replacement for my position soon. I will be glad to train him for the job until I am here during my notice period.

Sincerely,

Your Name