Your Name

Street Address   
City, ST ZIP Code

Date

Recipient Name  
Title  
Company Name  
Street Address  
City, ST ZIP Code

Dear Recipient Name:

This is my official resignation from the post of (job title) at XYZ effective 10 days from now on 7th March.

This resignation is being submitted on account of my transfer as (new job title) at XYZ's sister company in Karachi. I really look forward to the new experience.

It has been a memorable time working at XYZ. I appreciate the favorable work environment and supportive staff.

I will remain in touch. It will be a pleasure to provide any assistance the organization might need from me in the future.

Sincerely,

Your Name