Your Name

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this letter to announce my resignation from the position of assistant manager in the company [NAME HERE-optional]. My last day at work will be 24th April 2019.

I have been working with the company for the last 5 years. I have enjoyed working with my manager and a very supportive and dedicated team of people that always assisted in every phase.

I would also like to request you to clear all my pending dues as per my agreement with the company. Thank you for your cooperation.

With thanks

Your Name

[Title]