Date:

To

[The Company Name]  
[Address]

Dear Ms. Carlene,

I am writing this letter to resign from my current position of ‘Property Manager’ at ABC Limited.

As per the company’s policy, I am sending this resignation letter with one-month notice period, that makes my resignation effective from 1st July 20XX.

I have spent three years with ABC Limited, and I believe it has been a very learning experience for me in terms of my professional development. I have acquired various skills while working with you, which will help me in my career progression.

However, due to some personal reasons, I have to leave this job. I had applied for immigration, and now, I have received the embassy’s call. I have to enter the XXX country till August 20XX, which is why I am resigning in a hasty manner.

However, in my notice period, I will ensure that all the work that has been assigned to me gets completed. In addition, in the meantime, if u hire a new manager, I will give my complete support to make him understand the work as well as would help in handing the projects over to him.

Kindly, accept my resignation. I also request you to clear all my dues in the month of June 20XX.

Thank you.

Regards,

Samantha John.