

Subject: Resignation letter with notice period

Dear [employer's name],

Hope you're doing well.

Please accept this letter as a formal notification of my resignation from the position of [role] at [company name].

As per the terms of employment, I am providing [notice period duration] notice, and I request you relieve me by [last working day].

I am grateful for the opportunities I've had during my time at the company and am committed to ensuring a smooth transfer of my responsibilities.

Thank you for your understanding.

Sincerely,
[employee's name]