Dear Sir,

I have come to a decision to resign from this company. I have personally tendered my resignation letter to my immediate supervisor and to the manager of my department. However, it is a company policy that the same be done to the Human Resource Department, hence this letter.

I know that there are several procedures that I need to undertake to effect my resignation from the company. I am ready to take those anytime at your convenience. I am also willing to sign any documents required for such proceedings.

Enclosed are the files which need to be turned over to your respected department. Should you find anything lacking, please feel free to inquire with me. I will be happy to comply with any further requirements which you may additional require.

I wish to thank you for the friendship and help which you and your department extended to me during my tenure with the company.

Thank you.