From,

(Sender’s name)

(Sender’s address)

To,

(Recipient’s name),

(Recipient’s address)

Dear sir/ madam,

This letter has been drafted as the resignation letter from my side. The reason for my resignation is that I have not been able to give 100 % to my job and there is a sense of lacking in the job satisfaction feeling for me. It is better for me to step down for the job and let someone take this job who deserves it in a better way and can do justification with the job requirement.

I have fulfilled all the obligations which I was required to fulfil till date and I hope that my resignation shall be accepted with grace.  I would be glad to know that the organization delivers me my due payment at the earliest and shall hope for the betterment of the organization in the future. The letter shall find many people in disgust but the needful is to be done. This is (sender’s name), signing off,

Yours sincerely,

(Sender’s name and signature).