

Your Name

Senior Software Engineer

Flat 3B, Lake View Apartments
Bengaluru 560034
+91 98xxx xxxxx
yourname@email.com

Ref: Personal

Date: 14 April 2026

Ms. Manager Name

Engineering Manager

Company Name Pvt. Ltd., City

Subject: Resignation from the post of Senior Software Engineer

Dear Ms. Manager Name,

Please accept this letter as formal notice of my resignation from the position of Senior Software Engineer, effective from today. As per my contract, my last working day will be 15 May 2026, after the 60-day notice period.

I am grateful for the opportunities I have had to learn and grow here, especially in leading the payments module and mentoring new team members. I will make sure the hand-over is smooth, including documentation and knowledge-transfer sessions for my current projects.

Thank you for your guidance and support. I hope to stay in touch and wish the team continued success.

Sincerely,

Your Name

Employee ID: 00000