Date

To:

Company:

Address:

Phone:

Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I had great pleasure in working with your industry for the past four years. Really, I have gained valuable experience and learned a lot valuable things under the guidance of seniors working in the company. I take this opportunity to inform to you that I am considering to leave this company*, two weeks* from the date of my resignation, as I have received an offer from another company with good hike which I am willing to accept. I therefore, request you to grant me an appointment for making things clear for you. I will be available for your assistant for future as and when required by you.

Sincerely,