**Date: 21 July, 2025**

**From,**

**Rahul Yadav, Junior Engineer**

**Sector 2, H/No-42, Gopal Road,**

**Patna, Bihar, Pin- 123456**

**To,**

**Mahesh Pandey, HR Manager**

**ABC Construction Pvt. Ltd.**

**[Address of the Company]**

Subject: Resignation Letter.

Dear [Mr Panday],

Please accept this letter as formal notice of my resignation from my position as [Junior Engineer] at [ABC Construction Company], effective [August 21, 2025].

I would like to thank you for all the support and opportunities you have given me for the past [3 years]. I have thoroughly enjoyed my time working at [ABC Construction Pvt. Ltd.]. However, I have decided it is time for me to move onto my next opportunity.

I will do anything I can to ensure a smooth transition and ensure all of my current projects and responsibilities are completed, including training other team members to take on any further tasks.

I wish everyone at [ABC Construction Pvt. Ltd.] continued success for the future.

Your Sincerely

[Rahul Yadav]

[Signature]