Surabaya, [Date]

To whom it may concern,

HRD Manager

PT. [Company Name]

at Place

Dear Sir/Madam,

I, the undersigned,

Name: [Your Name]

Place, Date of Birth: [Your Place, Date of Birth]

Employee Number: [Your Employee Number]

Position: [Your Position]

Department: [Your Department]

Employed: [Duration of Employment]

Intend to submit my resignation from PT. [Company Name]. The reason for my resignation is because I want to [Your Reason for Resignation]. I would like to express my utmost gratitude to you, as well as to all the directors and employees of PT. [Company Name].

This is my resignation letter. I apologize for any shortcomings.

Yours sincerely,

([Your Signature])

Example Letter From: www.BikinCV.com