

Resignation letter format

This letter is used to formally announce your intention to leave a job or position. It should include the effective date of resignation, a brief explanation, and a courteous closing.

Q: Resignation letter format and example

[Your Address]

[City, State, Postal Code]

<space>

[Date]

<space>

[Recipient's Name]

[Recipient's Designation]

[Company/Organization Name]

[Company Address]

[City, State, Postal Code]

<space>

Subject: Resignation Letter

<space>

Dear [Recipient's Name],

I am writing to inform you of my decision to resign from my position at [Company/Organization Name], effective [Last Working Day].

Please accept this letter as my formal notice in accordance with the terms of my employment contract. I have thoroughly considered this decision, and while it was not an easy one to make, I believe it is the right step for my personal and professional growth.

I am grateful for the opportunities I have had during my time at [Company/Organization Name]. It has been a privilege to work with such a dedicated and supportive team. I have learned valuable skills and gained experience that will undoubtedly benefit me in my future endeavors.

I will ensure a smooth transition of my responsibilities by completing any pending tasks and providing any necessary handover documentation. I am open to discussing this

further and will work closely with you and the team to ensure a seamless transfer of my duties.

I want to express my sincere gratitude to you, [Recipient's Name], for your guidance, mentorship, and support throughout my tenure at [Company/Organization Name]. I have grown both personally and professionally under your leadership, and I am thankful for the opportunities you have provided me.

I wish the company continued success and growth in the future. I am confident that the capable team here will carry on the excellent work we have accomplished together.

Once again, I want to extend my gratitude to you and the entire team at [Company/Organization Name] for your support and cooperation. I am grateful for the experience and memories I have gained here.

Thank you for your understanding. I look forward to remaining in touch and wish you all the best in your future endeavors.

<space>

Sincerely,

[Your Full Name]

Key points for writing body of letter:

Opening Paragraph:

- State your intention to resign and provide the effective date of your resignation. Express gratitude for the opportunities you've had at the company.

Body Paragraphs:

- Optionally, you can include a brief explanation for your resignation or mention any positive experiences or professional growth during your tenure. Keep the tone professional and avoid any negative remarks.

Closing:

- Offer to assist with the transition, express well wishes for the company's future success, and thank the recipient for their understanding.

Example 1:

[Your Address]

[City, State, Postal Code]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Postal Code]

Subject: Resignation Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I have decided to resign from my position as [Your Job Title] at [Company Name]. My last day of work will be [Effective Date], which is the date stated in my employment agreement.

I want to express my sincere gratitude for the opportunities I have had during my time with [Company Name]. I have learned a lot and grown both personally and professionally. I appreciate the support and guidance I have received from you and the entire team.

I have thought long and hard about this decision, and I believe it is the right time for me to explore new avenues and pursue different opportunities. I am excited about the next chapter in my career.

I want to assure you that I am committed to making this transition as smooth as possible. I am willing to assist in training my replacement or preparing any necessary documentation. Please let me know how I can help ensure a seamless handover of my responsibilities.

I have great respect for [Company Name] and its mission, and I have no doubt that the organization will continue to thrive and achieve success in the future. I sincerely wish the company, the team, and all my colleagues the very best.

Thank you for your understanding and support. It has been a pleasure working with such a wonderful group of individuals.

Best regards,

[your name]

Example 2: Resignation letter format with example

[Your Address]

[City, State, Postal Code]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Postal Code]

Subject: Resignation letter

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name]. Please accept this letter as my two weeks' notice, with my last day of work being [Last Working Day], as per the terms of my employment contract.

I want to express my sincere gratitude for the opportunities I have had during my time at [Company Name]. I have grown both personally and professionally, and I am thankful for the support and guidance provided by you and the entire team.

This decision has not been easy for me, as I have truly enjoyed working with such talented colleagues and being part of the [Company Name] family. However, I have recently received an offer that aligns more closely with my long-term career goals, and after careful consideration, I have decided to accept it.

I am committed to ensuring a smooth transition of my responsibilities. Over the next two weeks, I will work diligently to complete any pending projects and prepare detailed handover notes. I am also available to assist in training my replacement or providing any necessary

information to facilitate a seamless transfer of duties.

I would like to take this opportunity to express my gratitude for the valuable experiences and professional growth I have gained at [Company Name]. I am confident that the skills and knowledge I have acquired here will greatly contribute to my future success.

I genuinely appreciate the support, camaraderie, and guidance I have received from you and the entire team. It has been a privilege to work alongside such dedicated professionals, and I will cherish the memories and relationships formed during my time at [Company Name].

Thank you for your understanding and cooperation during this transition period. I am confident that [Company Name] will continue to thrive and achieve new heights of success.

Please let me know if there is any additional information or formalities I need to complete before my departure. You can reach me at [Email Address] or [Phone Number] if you have any questions or require further assistance.

Once again, I would like to express my heartfelt gratitude for the opportunities and support I have received at [Company Name]. I wish you and the entire team continued success and fulfillment.

Sincerely,

[Your Full Name]