

RESIGNATION LETTER TEMPLATE (suggestion only!)

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as fill in your position here at fill in company name here, effective date.

Thank you for the opportunities for professional and personal development that you have provided me during the last fill in amount of time you have been in this position. 2 years. 8 months. Etc. I have enjoyed working for name of company and appreciate the support provided me during my tenure there.

If I can be of any help during this transition, please let me know.

Regards,

Name

EMAIL RESIGNATION TEMPLATE (to be done ONLY if you work off-site)

Email Subject Line: Resignation

Dear Manager Name:

It is with deep regret that I give you my formal notice of resignation as entire your position title here at enter company name here. My last working day will be enter date here.

I have accepted a position with another company that will further my growth and development in my career. I have enjoyed working at enter company name here and will miss my colleagues, however, this new position will challenge my growth and further my career.

Your mentoring support has encouraged me and I hope that we will continue our relationship as I move forward in my career.

I wish you and enter company name here continued growth and success in the future.

Sincerely,

Your name