Resignation Letter: Sample 1

If you have had a good experience in the job that you are leaving then you should provide a detailed reason as to why you are leaving. Always give one strong reason rather than listing many minor issues. Let them know that it was a hard decision to make but you feel it's a positive career move. And, most importantly, always maintain good relations. Here's just one example of the many ways that you can write a resignation letter.

Employer full name
Company
Address

Date

Dear employer's first name,

Please accept this letter as notice of my resignation as job title at company name.

This has been a very difficult decision to make as I have been very happy throughout my employment with company name, but I have been offered an opportunity that I feel will assist me with my long-term career progression. I do hope that you will understand my reasons.

As detailed within my contract of employment, I hereby give the required notice period notice, with the last day of employment being on last working date. As always I am dedicated to my role within company name until I leave, so if there are any handover notes you would like me to prepare or any other task you'd like me to focus on until then, please let me know.

I would like to take this opportunity to thank you and everyone that I have had the pleasure to work with over the last employment period. I have enjoyed being part of the team and will miss you all. You have provided me with so much support and many opportunities. I owe you a great deal and wish you all the very best for the future.

I would like to refer to you to be a referee in the future; I hope you do not mind.

Kindest regards,

Your signature
Your name

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Resignation Letter: Sample 2

Even if you have had a face-to-face discussion with your employer, a letter of resignation is still required. You may want to keep the information in the letter more general but clearly state your intention and final day of employment.

Employer full name
Company
Address

Date

Dear employer's first name,

Please accept this letter as notice of my resignation as job title at company name.

As detailed within my contract of employment, I give the required notice period notice, with the last day of employment being on last working date.

I would like to thank you and everyone at company name for all the support and opportunities you have given me. I wish you all the very best for the future.

I would like to refer to you as a referee in the future; I hope you do not mind.

Kindest regards,

Your signature
Your name

Resignation Letter: Sample 3

If you do not want to provide too much detail as to the reasons that you are leaving, keep the letter formal but polite.

Employer full name
Company
Address

Date

Dear employer's first name,

Please accept this letter as notice of my resignation as job title at company name.

As detailed within my contract of employment, I give the required notice period notice, with the last day of employment being on last working date.

Kindest regards,

Your signature
Your name

Gabriele & Company
Recruiters for Manufacturing and Materials

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Bedford, MA
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Sample Resignation Letter

A basic 4 paragraph resignation letter format is outlined below. The purpose of the letter is to inform and build goodwill. Feel free to customized the letter to fit your situation, just keep it simple and polite.

1. The facts:
This letters serves as my resignation. My last day of employment will be (date), two weeks from today.

2. The how and why:
Leaving (company name) was a difficult decision. I was recruited to this positionand I want you to know it took numerous proddings to create any interest on my part. Once I finally took a look at this opportunity, it offered such significant career growth and challenge that professionally speaking, I could not turn it down.

3. The thank you to your boss:
(Person's name), thank you for your mentorship and guidance over the years. You have made important contributions to my professional development. I enjoyed working with you and wish you all the professional and personal success possible.

4. The goodwill close:
I intend to make this transition as smooth as possible. I will do my best to tie up loose ends before I leave. Of course, I am available to help at any time. I will give you my number so you can reach me if there is a need. I appreciated my time here and will always speak highly of this company as an employer.

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(Resignation Letter - Sample)

Date

Employers Name
Company Name
Street/Address
City, State, Zip

Dear _____,

Please accept this as a two (2) weeks formal notice of my resignation from the employ of _____.

I wanted to inform you that I have accepted an offer with another firm and I am giving you this formal resignation as my two (2) week notice.

I have thoroughly enjoyed the work environment and professional atmosphere. Your management, direction, guidance and counsel have been a source of great personal career satisfaction to me. The experience and knowledge gained during my association with _____ provided career growth for which I shall always be appreciative.

I wanted to thank you for the opportunities that have been extended to me while I have been here. And to let you know my resignation is no reflection on the organization.

This is simply a tremendous opportunity that I could not afford to pass up. I've thought about it quite a bit and I know you'll respect my decision.

Thank you for past consideration.

Sincerely,

(Your Name)

Customize this letter online at niceletter.com :
http://www.niceletter.com/free-sample-letters/resignation-letter/

Robert WHITE
4650 Golden Gate Vista Point
SAUSALITO, BC 94965

October 27th, 2011

Matthew JOHNSON
260 W 44th Street
NEW YORK CITY, NY 10036

Subject: Letter of Resignation

Dear Mr JOHNSON,

It is with regret that I must inform you of my resignation from my position as Administrator at Twin Cakes Corp. effective Jan 1, 2010.

I have invested over 13 years of my life at Twin Cakes Corp. and my decision to move on from this position has not come lightly or easily.

It has been a privilege to work with the people at Twin Cakes Corp., I will be forever grateful for the opportunities that have been provided to me during my time here. These years have been so rewarding for me personally and professionally I thank you for providing me with support and guidance over the years.

In the coming weeks I will ensure that any outstanding issues are wrapped up and that records and files are left in order for the incumbent administrator. If there are any priorities that you have for me to wrap up please let me know so I can do my best to ensure that I focus on that for you.

Robert WHITE