



Sample Resignation Letters

EXAMPLE #1

Date

Company Name

Company Address

Dear (Manager's Name),

This letter is to inform you that I will be resigning from (company) to pursue a new opportunity. My last date of employment will be (date). I will continue to support the projects assigned to me until that time.

I have enjoyed working with you and appreciate the opportunities I have been given here. I have put a lot of thought into this decision, and while it was not one I made easily, it is a final decision and I trust that you will respect that decision.

I will do my best to hand off my current projects prior to (last day of work). Please let me know if you need my help in any other way.

Sincerely,

(signature)

Candidate's Name



EXAMPLE #2

Date

Company Name

Company Address

Dear (Manager's Name),

The purpose of this letter is to inform you of my resignation from my current position as (title) with (company). My last day of work will be (date).

I would like to take this opportunity to express my sincere appreciation to you as my manager, and I wish you and (company) much continued success.

Please understand that I am not in a position to consider an alternative offer from (company), since my decision to resign is final.

Please let me know how I can be of assistance in helping make this a smooth transition.

Sincerely,

(signature)

Candidate's Name



EXAMPLE #3

Date

Company Name

Company Address

Dear (Manager's Name),

As required by my contract of employment, this letter will serve as my (timeframe) notice of my intention to leave my position as (title) with (company). My last day of employment will be (date) should you wish that I stay for (timeframe) to transition my current projects and responsibilities.

I would like to make this a smooth transition and will gladly help with the hiring and training process of my replacement over the next (timeframe).

Sincerely,

(signature)

Candidate's Name



EXAMPLE #4

Date

Company Name

Company Address

Dear (Manager's Name),

Please accept this letter as notice of resignation from (company), with my final date of employment being (date). However, if you deem appropriate, I would like to request you consider waiving the notice period and allow my final date of employment to be (date).

I certainly do not wish to cause any disruption to the effective running of your team and organization and will assist with the transfer of duties and responsibilities before leaving.

I would like to thank you for the opportunity to be a part of your team and wish you and your colleagues all the very best for the future.

Sincerely,

(signature)

Candidate's Name

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