

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

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