

RESIGNATION LETTER EXAMPLE

Your Name
Your Address
Date

Your Managers Name (e.g. John)
Managers Title
Company Address

Dear John,

I would like to resign my position as (job title) with (company name) to leave (date).

I would like to take this opportunity to say that making this decision has been difficult, as working at (company name) has been such a positive experience and one for which I am grateful. I have gained much here and have enjoyed working with you and my other colleagues in (department/section/project).

However, I am excited about the new position I am undertaking and my decision is irrevocable as I am now legally bound by having signed a contract.

I am conscious of the need to provide support to the (name of the department) until my departure and I shall give my full commitment until then.

I wish (department and company) every success in the future and thank you for the opportunities I have been given during my time here.

Yours sincerely,

You

Cc: Human Resources Manager