

# RESIGNATION LETTER SAMPLES



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### **General Purpose Resignation Letters:**

Date

Dear (Manager's name),

Please accept this letter as notification that I am leaving my position with (Company's name) effective (Date).

I appreciate the opportunities I have been afforded at (Company name) along with your professional guidance and support. I wish you and the company success in the future. Please let me know what is expected of me concerning my final work schedule, accrued vacation leave, and employee benefits.

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

Sincerely,

(Name)

(Job Title)

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### **Accepting a Position with Another Company:**

Date

Dear (Manager's name),

I am writing to officially tender my resignation from (Company name) effective (Date). Working for (Company name) has been an amazing learning experience and I could not have asked for a better group of colleagues. I have grown in many ways during my time here and I appreciate the support provided to me by (Company name).

I will be accepting a position as (Name of position) with (Company name). While I will miss my colleagues here at (Company name), I feel that it is a time for new challenges and experiences. Please be assured that I will complete any outstanding work prior to my departure and the transition will be handled professionally to ensure no internal or external problems.

If you have any questions, I will be happy to discuss my decision with you further.

Best wishes,

(Name)

(Job Title)

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### **Request Shorter Notice Period:**



Date

Dear (Supervisor's name),

I write to confirm that I am resigning from my position as (Job title). I have decided that it is time to move on so I have accepted a position elsewhere. This was not an easy decision to make and took a lot of consideration. However, I am confident that my new role will help me to move towards some of the goals I have for my career.

I understand that my notice period is (Notice period) weeks, but I have been asked to join my new Employer (Date requested to start). Therefore, I respectfully request that you waive this notice period and relieve me of my duties immediately. Please be assured that I will do all I can to assist in the smooth transition of my responsibilities before leaving.

I wish both you and (Name of your current employer/company) very good fortune and I would like to thank you for having me as part of your team.

Yours Sincerely,

(Name)

(Job Title)

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### **Leaving Due to Sickness:**

Date

Dear (Boss's name),

As required by my contract of employment, I hereby give you (Notice period) weeks' notice of my intention to leave my position as (Job title).

As you know, I have been very ill for some time and as a consequence, I feel that I am no longer able to effectively fulfill my duties for (Name of employer/company).

This was an extremely difficult decision for me to reach and I will do everything in my power to assist in the smooth transfer of my responsibilities before leaving. I thank you for your understanding of my situation and wish you and (Name of company) continuing success.

Sincerely,

(Name)

(Job Title)

