

Date

Archer Recruitment

Resignation Letter Layout

Contact Information:

[Name]

[Surname]

[Phone number]

[Address]

[Email address]

Employer contact information:

[Name]

[Title]

[Organisation]

[Address]

Salutation:

Dear Mr./Ms. [Last Name],

First paragraph:

This opening paragraph should outline that you are resigning and give the date when your resignation is effective.

Middle paragraph:

This section of your resignation letter should commemorate your employer for the opportunities and experiences that you have acquired during your employment with the company.

Final paragraph:

Conclude your resignation letter by offering to assist with the transition (optional).

Complimentary close:

Respectfully or Sincerely yours,

Signature:

[Handwritten Signature]

[Typed Name]

Formal Resignation Letter - Example 1

Dear Mr./Ms. **[Last Name]**,

I would like to inform you of my intention to resign from **[Position Name]** at **[Company Name]**, effective two weeks from today, **[Current Date]**.

This was not an easy decision for me to make and I appreciate the opportunities you provided me with during my tenure at **[Company Name]**. The past four years have been very so valuable and rewarding. I've enjoyed this experience and being a part of such a professional group of people.

Please let me know what assistance you'll require from me during the transfer period.

I wish **[Individuals Name]** and the **[Company Name]** the very best and I hope we can keep in touch in the future.

Sincerely,

[Your Signature]

[Your Typed Name]

Formal Resignation Letter - Example 2

Dear Mr./Ms. [**Last Name**],

Please accept this letter as my formal resignation from my position as [**Position Name**] at [**Company Name**], effective from two weeks from today's date, [**Current Date**].

During my time at [**Company Name**] I have been fortunate for the opportunity to grow and learn more about [**Industry Name**]. Your guidance and support have prepared me well for the future.

I hope that we will have opportunities to collaborate in the future.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

[**Your Signature**]

[**Your Typed Name**]
