

## LETTER OF RESIGNATION

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## Introduction

A letter of resignation is written by an employee stating reasons for the decision if possible and specifying exact date from which the employee will not be available for work. The employee uses this letter as a notice to inform about his/her decision in advance as stipulated in the rules of most organizations. The employee uses this opportunity to thank co-workers and seniors for all their support and wishes them a bright future.

## Letter of Resignation Tips

Here are some helpful tips to pen Letter of Resignation:

- Start by mentioning your duration of stay and current post/designation in this organization.
- Request your superior/boss to treat this letter as a notice for resignation.
- Briefly state reasons for resigning.
- Mention that you will cherish your stay and furnish contact details.
- End by wishing colleagues and the organization a bright and prosperous future.

## Sample Letter of Resignation

Edward Right

Director

Metmin Financers

Newtown

12September2013

Sub: Resignation letter

Dear Sir,

I have worked in the capacity of Accounts Manager this organization for the past four years. Since my husband is transferred to another city, I have to resign from my job rather unwillingly with effect from 14October2013. I request you to treat this letter as a notice of one month for my resignation as per company rules.

I will miss the friends and associations I have made in this office. I will always remember the valuable lessons I learnt from my colleagues.

I have been informed by the Managing Committee that this organization will soon launch its operations in the place I am moving to. I will be glad to remain associated with this firm since I have had a fruitful tenure here in every respect. In case the committee is impressed with my work, I will be glad to join back in the new set-up. My contact details are; mobile no-9822774927, e-mail-shelly@tipon.in.

I wish my colleagues and this organization a bright and prosperous future.

Yours Sincerely,

Shelly ThompsonThomas Erwin

## Letter of Resignation Template

\_\_\_\_\_ (name of recipient)

\_\_\_\_\_ (designation)

\_\_\_\_\_ (name and address of organization)

Date \_\_\_\_\_ (date of writing letter)

Sub: Resignation Letter

Dear Sir/Madam,

I have worked in the capacity of .....(mention current post/designation) in this organization for the past .....(mention tenure). Since ....(briefly state reasons for resignation) I have to resign from my job with effect from...(mention date). I request you to treat this letter as a notice ... ....(mention period) as per company rules.

I will miss the friends and associations I have made here. I will always remember the valuable lessons I learnt from my colleagues.

My contact details are; mobile no-9822774927, e-mail-shelly@tipon.in.

I wish my colleagues and this organization a bright and prosperous future.

Yours Sincerely,

\_\_\_\_\_ (your name)

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