

PROFESSIONAL RESIGNATION LETTER

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Introduction

When a professional wants to resign from the job, a resignation letter should be submitted to the concerned authorities. The reason for leaving the job should be explained in the resignation letter.

Professional Resignation letter Tips

The following tips will help you to write a professional resignation letter:

- Resignation letter comes under the purview of formal letters and hence care should be taken while drafting the letter.
- The language should be simple and easy to understand.
- The content should be short, precise and straightforward.

Sample Professional Resignation letter

To

The Head of the Department,

Designing Department,

Infosys Ltd.,

Bangalore

10th October, 2013

Dear Sir,

This letter is to inform you that I am resigning from the post of Web Designing Engineer in our company. I got an opportunity to head the designing department in another company.

I thank all my team members who were very supportive of me all these two years. Your guidance and support has helped me to perform and excel in my field. I have several rewarding experiences in the office. It has been a learning experience and I grew professionally and personally for the past two years.

It was wonderful working with the team and doing several productive projects under your leadership.

It was a tough decision for me to quit the job. My family members encourage me to accept new challenges and I hope I have taken a right decision.

Please consider this letter as one month notice period and instruct the HR department to settle all my dues.

Looking forward to hear from you,

Thanking you,

Yours Sincerely,

Narendra Kumar

Professional Resignation letter Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

This letter is to inform you that I am resigning from the post of _____ (mention designation). I took this decision because.....(give detailed reason for resignation). Please consider this letter as initiation of the (write period)month notice period required by your organization.

I had a wonderful time in(name of organization you are about to leave) with my colleagues. Everyone in the team was supportive of me and helped me to excel in all fields. Your continuous encouragement to the team has motivated all of us to perform well.

At present there are a couple of projects I am working on. I shall complete them before I leave this organization. It is a tough decision for me to leave the job here. I considered various options before I decided to quit the job and I hope I have taken a right decision.

Please accept my resignation and inform the HR department to clear all the dues before I leave the company.

Looking forward to hear from you,

Thanking you,

Yours Sincerely,

_____ (Your name)

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