

## RESIGNATION LETTER FORMAT

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## Introduction

A resignation letter is a formal announcement of an employee's resignation from an organization. While there is no single format for such a letter there are some basic guidelines which need to be followed. Look at the example given below to maintain an acceptable resignation letter format.

## Resignation Letter Format Tips

Here are a few tips to keep in mind while writing a resignation letter :

- Be formal and to the point
- Clearly identify yourself and the person you are addressing
- Mention your resignation in the first para itself
- State your last working day at the organization and the no. of years worked
- Request references if required

## Sample Resignation Letter Format

From

John Pearlmutter

21, Archer Drive

San Jose, CA

Date -----

To

Lanie Parish

HR Manager

Guildmere Resorts

Dear Ms. Parish,

I would like to serve one month's notice of my resignation from the post of Senior House Keeping Supervisor from Guildmere Resorts, with my last working day being 17th October 2013.

As you know my father passed away last week, and my mother is not in the best of health. She has nobody to care for her other than me. I will therefore be moving to my mother's house in Scottsdale, Arizona, next month.

It is with a heavy heart that I am informing of my decision. Let me take this opportunity to convey my sincere gratitude to the Managament of Guildmere Resorts, and to my colleagues,who made working here so great.

I will be applying to hotels/resorts in the area once I get to Scottsdale. I would therefore like to request you to please provide a reference to make my job hunting easier.

I wish everyone at Guildmere every happiness and good luck for the future.

With best regards

John Pearlmutter

## Resignation Letter Format Template

From

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Date -----

To

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Dear -----,

I would like to serve ----- (notice period served) notice of my resignation from the post of ---  
----- (your post) from -----(company name) , with my last working day being -----  
----- (date).

I am resigning because ----- (mention reason for resignation).

It is with a heavy heart that I am informing of my decision. Let me take this opportunity to convey my sincere gratitude to the Management of ----- (company name), and to my colleagues, who made working here so great.

I request you to please provide a reference as it will help me with my next job.

I wish everyone at ----- (company name) every happiness and good luck for the future.

With best regards

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Signature and Name

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