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Resignation Letter to Boss

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**Introduction**

Given below is an example of a resignation letter written by an employee of a small firm to his boss.

**Resignation Letter to Boss Tips**

* The letter should be brief, formal and to the point
* Explain amicably but without too much detail why you’re leaving
* Give sufficient notice of resignation
* Mention last day of work and no. of months or years worked in the establishment

Sample Resignation Letter to Boss

From,

Hans Matheson

24, Hillview Manor

Hollyside and Meecham

Hannover, MI

Date --------- (Date of letter)

To,

Hugh Mitchner

MD, Hugh’s Machinery

432, Holcombe Mansion

Hannover, MI

 Dear Mr.Mitchner,

 Please be informed that I am giving my 30-day notice with this letter, and I am resigning from my post of Sales Executive from Hugh’s Machinery. My last day of work at Hugh’s will be 30th October 2013.

I have been offered the post of Assistant Sales Manager in another company, located in the neighbouring city. I am sure this new job will help my career growth tremendously.

I have learnt a great deal regarding sales and marketing in the 3 years that I worked at Hugh’s Machinery, and for that I would like to thank you, my managers and my colleagues.The work atmosphere here is one of the best I have ever had.

In the coming month, I will give my replacement a crash course in handling the responsibilities of this job.

I wish you, Sir, and everyone here at Hugh’s Machinery all the very best for the coming years.

 With best regards

 Hans Matheson

# Resignation Letter to Boss Template

# From,

# ---------------------

# ---------------------

# ---------------------

# Date --------- (Date of letter)

# To,

# -------------------

# --------------------

# -------------------

#  Dear ---------------------,

#  Please be informed that I am giving my ----------------(mention notice period) notice with this letter, and I am resigning from my post of ----------------(mention post) from ---------------(firm’s name). My last day of work will be -------------------( date).

# I have been offered the post of ------------------------(mention post) in another company. I am sure this new job will help my career growth tremendously.

# I have learnt a great deal in the--------- (no. of years) years that I worked at --------------- (company name), and for that I would like to thank you, my managers and my colleagues.The work atmosphere here is one of the best I have ever had.

# In the coming month, I will give my replacement a crash course in handling the responsibilities of this job.

# I wish everyone at -----------(company name) all the very best for the coming years.

#  With best regards

#  Signature and Name

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