

## 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,

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Date ----- (Date of letter)

To,

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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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