

## SAMPLE OFFICIAL RESIGNATION LETTER

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## Introduction

When one wishes to resign from a job for whatever purpose it is customary to write a letter of resignation to the organization. The letter usually states a reason for the resignation, and is an amicable way to depart and maintain cordial relations.

## Sample Official Resignation Letter Tips

These are some useful tips:

- Always mention the date of joining the organization and the period of your service
- Maintain a formal tone throughout the letter
- Reason for resignation should be mentioned clearly but briefly
- When possible mention a period of notice, and serve it
- Keep it short, simple and avoid typos and grammatical errors

## Sample Sample Official Resignation Letter

From:

Charlene Summers

Designation

Address 1

Address 2

City

Email/ Phone

Date ----- (Date of writing the letter)

To,

Wilma Winthrop

Designation

Address 1

Address 2

City

Dear Ms Winthrop,

I am writing to inform you of my decision to resign from my position as Sales Manager (Eastern Region), which I held in your company Darwin Pharma from 14th July 2008 , for a period of 5 years and 2 months.

Please consider this as a one-month notice for resignation, effective from today. My last day in the company will be 28th October 2013.

I am pleased to inform you that I have been offered the position of Vice President of Sales in another company which will take my career another step higher.

It has been a pleasure to work at Darwin and I have learnt a great deal from my time here.

I am willing to spend my last month in familiarizing my successor with the requirements of the job.

Thanking you

Sincerely yours

Charlene Summers



## Sample Official Resignation Letter Template

From,

-----

-----

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Date ----- (Date of letter)

To,

-----

-----

-----

Dear Sir/Madam,

I am writing to inform you of my decision to resign from my position as ----- (your post) which I held in ----- (company name) from ----- (date of joining) , for a period of ----- (tenure of employment).

Please consider this as a notice for resignation, effective for ----- (notice period) from today. My last date in the company will be ----- ( date of last working day)

I am leaving because I ----- (mention reason for resignation: accepted a higher post in another company/relocating/changing your field/going for further education)

It has been a pleasure to work at ----- (your company name) and I have learnt a great deal from my time here.

I am willing to spend ----- (number of days/months) in familiarizing my successor with the requirements of the job.

Thanking you

Yours truly

Signature and name

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