Letters.org

STANDARD RESIGNATION LETTER

Included:

Standard Resignation Letter Tips
Sample Standard Resignation Letter
Standard Resignation Letter Template

Introduction

An employee wishing to resign from a company currently employed in, may write this letter explaining reasons for resignation.

Standard Resignation Letter Tips

Tips for writing:

- The style should be formal, brief and courteous
- Mention date of joining, tenure served, period of notice and last working day very clearly
- Mention memorable experiences if relevant
- Briefly explain reason/s for resignation
- Avoid errors in spelling and grammar

Sample Standard Resignation Letter

From,	
Max Greavey	
4826 Lexington	
3rd Avenue Manhattan, NY	
Date (Date of letter)	
To,	
Mike Kragan	
VP Operations	
Markham Biotechnics	
Brooklyn NY	
Sub: Resignation Letter	
Dear Mr.Kragan,	
	this letter as a 30 day notice as required by my contract sistant Researcher at Markham Biotechnics, with 2nd

In my 7 years since my joining Markham on 4th August 2006 I have had the opportunity of working under and alongside some of the greatest minds in the field of biotechnology. I take this opportunity to thank all my superiors for their effort an encouragement, and my colleagues for the constant support during my time there.

I have been offered the post of Senior Researcher with another company, and this will be a big step in my career.

I will continue to discharge my duties in the coming month, and should you require any assistance on my part to train my replacement, I am willing to offer my services.

Please feel free to email me at wizmax@live.com after 02-11-2013 for any queries.

Thanking you

Yours truly

Max Greavey

Standard Resignation Letter Template

From,

Date (Date of letter)
То,

Dear Sir/Madam,
Dear
Please consider this letter as a (notice period) notice as required
by my contract and accept my resignation from the post of(your post)with
(date) being my last working day.
I started working at (company name) in (date you joined) and in these
(no.ofyears worked) years I have had the opportunity of working withsome of the best in
(mention field/area). I would like to thank all my superiors and colleagues for the constant
support and encouragement during my time there.
I have been offered the post of(new post) with another company, and this will be a big
step in my career.

I will continue	to discharge my duties in (tim	e left in the company), and offer my services
in helping to tr	rain my replacement.	
Please feel free	ee to email me at (email)	after(last working day) for any
	Thanking you	
	Yours faithfully	
	Signature and name	

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