

OFFICIAL RESIGNATION LETTER

Included:

Introduction

Official Resignation Letter Tips

Sample Official Resignation Letter

Official Resignation Letter Template

Introduction

Given here is an example of an official resignation letter that may be written by an employee leaving the company due to any reason. Follow the sample to write an effective official resignation letter.

Official Resignation Letter Tips

You could follow these tips :

- The letter should be brief and formal
- Mention the reasons for leaving
- Mention the period worked at the company and the last day of your work
- If required ask for references

Sample Official Resignation Letter

From,

Jenniffer Jarreau

4/909 Kingston Arms

Baltimore, MD

Date ----- (Date of letter)

To,

Aaron Hotchner

MD, Crescendo Music

3998 Redwoods Complex

Baltimore, MD

Dear Mr. Hotchner,

I am writing to inform you that I am resigning from the post of Junior Sound Technician from Crescendo Music as of 29th February 2012. Please consider this letter as three months' notice served as per the requirements of my contract.

The reason for my resignation is that my husband has been offered a promotion which entails a transfer to Brooklyn, NY, and we will be relocating there in the first week of June.

I am more than willing to help train the new technician in the coming three months so that the company can make a smooth transition.

In my two years at Crescendo I have learnt a great deal about recording equipment and technology for which I am thankful to my supervisor Ms. Blanche, and to the Management of Crescendo Music.

As I will have to look for a job once in Brooklyn, I request you to furnish a reference for my professional skills, which will greatly help.

I wish everybody at Crescendo all the very best for the future.

Thanking you

Sincerely yours

Jenniffer Jarreau

Official Resignation Letter Template

From,

Date ----- (Date of letter)

To,

Dear -----,

I am writing to inform you that I am resigning from the post of -----(post) from -----
----- (company name) as of -----(lastday of work) . Please consider this letter as -----
(period of notice) notice served as per the requirements of my contract.

The reason for my resignation is that ----- (reason for leaving)

I would be happy to help train my replacement in the time I have left here.

I have learnt a lot in the ----- (years worked) years I worked at ----- (company), and I am
thankful to my superiors and colleagues for the same.

I request you to furnish me with a reference which will help me in my new job.

I wish everybody at ----- (company name) all the very best for the future.

Thanking you

Yours truly

.....

Signature and Name

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