

RESIGNATION LETTER NOTICE

Included:

Introduction

Resignation Letter Notice Tips

Sample Resignation Letter Notice

Resignation Letter Notice Template

Introduction

This is an example of an employee serving the requisite notice to the company prior to resignation. Doing this helps maintain a pleasant atmosphere at work till the last day, and cordial relations with the company even afterward.

Resignation Letter Notice Tips

Here are a few tips for writing a resignation letter notice :

- Be pleasant and cordial in the letter
- State your reasons for resigning
- Mention the last working day and the period worked at the organization
- Submit the notice well in time, allowing the company to find a replacement

Sample Resignation Letter Notice

From

Georgia Wells

456 E 29th Street

Charlotte, NC

Date ----- (date of letter)

To

Patricia Cooley

MD, Fiorentina Garments

Charlotte, NC

Dear Ms.Cooley,

I am writing to let you know that 21-08-2012 will be my last day at Fiorentina Garments. I am resigning from my job as Floor Supervisor in 3 months' time. Please consider this letter to be the service of my resignation notice. Though I am required to serve only a 30 day notice, I am giving 3 months notice, so that you have sufficient time to find someone to fill in my position.

I am willing to personally train that person for a month so you will have no problems at all when I leave.

You will be happy to know that I am getting married on 12-09-2012. Since my fiancé has just been offered a job in Ohio, we will be moving there a week after the wedding.

So though I am very happy with my job at Fiorentina, I have no option but to resign.

I request you to kindly write up a reference for me to boost my job prospects in Ohio.

Thank you for everything you have done for me in the past 9 years.

With regards

Georgia Wells

Resignation Letter Notice Template

From

Date -----

To

Dear -----,

I am writing to let you know that -----(date) will be my last day at -----
(organization name). I am resigning from my job as -----(your post) in ----- (period
left till resignation) time. Please consider this letter to be the service of my resignation notice. I am
giving ----- (notice period served) notice, so that you have sufficient time to find someone to
fill in my position.

I am willing to personally train that person for ----- (mention time period) so you will have no
problems at all when I leave.

I am resigning because ----- (mention reason).

I request you to kindly write me a reference.

Thank you for everything you have done for me in the past ----- (time worked at company) years.

With regards,

.....

Signature and name

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org