

SAMPLE RESIGNATION LETTER FORMAT

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Introduction

Resignation letters are submitted to the management when an employee wants to resign from the job. The reason for leaving the job is explained in the resignation letter. As a request is being made, the tone of the letter should be polite. There should not be any grammatical or other errors in the letter as it gives a bad impression about the employee.

Sample Resignation Letter Format Tips

The following tips will help you write a sample resignation letter format:

- It is better to check the letter twice after drafting and before sending it to the concerned person.
- The language should be simple and easy to understand.
- The content should be straightforward and precise.

Sample Sample Resignation Letter Format

To

Mr. Sharad Joshi,

HR Manager,

Ram Infotech Ltd.,

Bangalore

1st October, 2013

Dear Mr.Joshi,

This letter is to inform you that I am resigning from the post of web designer from our company with effect from 1st November, 2013. As mentioned in the company policy I am giving one month notice period.

I got an opportunity to study abroad. I want to pursue MS degree from one of the best Universities in the US. My application to the Yale University has been approved and I have to join in December. In this context I am submitting my resignation.

I have wonderful time in our company with my colleagues. They are very supportive and helped in many ways. The management always encourages its employees to take up new challenges. I have learnt a lot in this period of my two year tenure in the company.

Please inform me if there are any other formalities to be completed.

Thanking you,

Yours Sincerely,

Rajat Sharma

Sample Resignation Letter Format Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

This letter is to inform you that I am submitting my resignation from the post of _____ (mention post) with effect from _____ (mention date).

I am resigning because(cite reasons); I have decided to utilize this opportunity and hence resigning from the job.

The time I spent here in this company is very memorable. I am fortunate to have a supportive team who helped me to achieve several targets successfully. The management always encourages the employees to accept new challenges. I am thankful to the management and all my colleagues who made my stay in this company a very comfortable one.

Please accept my resignation and inform me if there are any other formalities to be completed.

Looking forward to hear from you,

Yours Sincerely,

_____ (Your name)

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