

Formal Resignation Letter Sample:

Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State Zip Code

Dear Mr./Ms. **Last Name:**

I would like to inform you that I am resigning from my position as (_____)

For the (**_company_**) effective date (_____)

Thank you for the Guidance, support and the opportunities that you have provided to me during the last (**_serving period_**). I really enjoyed my tenure with (**_name of the company_**) and I am very grateful for the encouragement you have designated me in running after my professional and personal growth objectives.

If I can rather be of any assistance during this transition in order to promote the absolute passing of my responsibilities to my successor, please do let me know. It will be very grateful to me to help with every possibility I can do.

Your faithfully,

(**_your typed name_**)

(**_your signature_**)

E-mail Resignation Message

To:

Subject: Regarding Resignation

Dear Mr./Ms. Supervisor,

Please accept my letter as a formal notification of resignation from (**__current company name__**). The last day of my work will be at (**__mention the date on which your leaving the company__**)

I truly admire the experience and the chance to grow significantly. I have gained a lot while serving with your company. My successor, like me, will be lucky to be a part of your agitation and supportive team operations.

Please let me know if I can assist in any way to make the transfer easier. I wish you and (**__company name__**) with lots of success.

Sincerely,

First Name last name

Email Id

Contact Number