



## Resignation Letter Layout

**Contact information:**

Your name  
Your address  
Your phone number  
Your email address

**Date****Employer contact information:**

Name  
Title  
Organization  
Address

**Salutation:**

Dear Mr./Ms. last name,

**First paragraph:**

The first paragraph of your letter should state that you are resigning and give the date when your resignation is effective.

**Middle paragraph:**

The next section of your resignation letter (optional) should thank your employer for the opportunities you have had during your employment with the company.

**Final paragraph:**

Conclude your resignation letter (optional) by offering to assist with the transition.

**Complimentary close:**

Respectfully yours,

**Signature:**

Handwritten signature

Typed signature



## Resignation Letter Example 1

Dear Mr./Ms. last name:

I am writing to announce my resignation from company name, effective January 15.

This was not an easy decision for me to make. The past five years have been very rewarding. I've enjoyed working for you and working on a very successful team dedicated to providing top level customer service.

Thank you for the opportunities that you have provided me during my tenure with the company.

I wish you and the company the very best and hope we can keep in touch in the future.

Sincerely,

Your signature

Your typed name.

## Resignation Letter Example 2

Dear Mr./Ms. Last Name:

I regret to inform you that I am resigning from my position as Marketing Manager for the ABCD Company. My last day of employment will be November 15.

I will be working for a local non-profit organisation and look forward to the new direction of my career, even though I will miss my job and ABCD Company.

Thank you for the support and the opportunities that you have provided me during the last several years. I have enjoyed my tenure with the company.

I wish you and the company all the best. I do hope our paths cross again in the future.

Sincerely,

Your signature

Your typed name.