

RESIGNATION LETTER TEMPLATE

Hilda Jones

No. A Road

YourTown

Phone: 000-000-000-000

ABC@domainName.com

[Date]

Mr. David Browns

Manager

ABC Company

Cross Street

TownName.

Dear Mr. Browns,

Please accept this letter as the official notice of my resignation from the post of [Your position] effective two weeks from today. The last day of my employment in ABC Company will be [Date].

After a period of consideration, I have decided to accept the offer from [New Company] to work as a [New post] which I am finding it hard to reject.

I cannot forget the knowledge, experience and training I have obtained by working for your company and I would like to thank you for the great support you and you team provided me throughout the [Your employment period] in ABC company.

I will do everything I can during my last two weeks to complete my responsibilities and train someone to fit my position during the next two weeks. Please do let me know if there is anything else I can do to support during the process.

I wish the company to continue the success and I hope to remain in touch with you in the future.

Thank you.

Sincerely

[Your name]

[Signature]