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## Resignation letter format pdf download sample pdf free

## **RESIGNATION LETTER**

Your Name Your Address Date

Your Managers Name (e.g. John) Managers Title Company Address

Dear John,

I would like to resign my position as (job title) with (company name) to leave (date).

I would like to take this opportunity to say that making this decision has been difficult, as working at (company name) has been such a positive experience and one for which I am grateful. I have gained much here and have enjoyed working with you and my other colleagues in (department/section/project).

However, I am excited about the new position I am undertaking and my decision is irrevocable as I am now legally bound by having signed a contract.

I am conscious of the need to provide support to the (name of the department) until my departure and I shall give my full commitment until then.

I wish (department and company) every success in the future and thank you for the opportunities I have been given during my time here.

Yours sincerely.

## Sample Resignation Letter [FORMAT]

[Your Name] [Street • City • State • Zip Code] [ Email]

[Date today]

[Address]

[Recipient's name] [Company name] [Address] [Address]

Dear [Recipient's name]: I am writing this letter to inform you that I am leaving my job as [job title] at

[company name]. I have been working here for [duration] years, and I am grateful for the experience I have gained in my work life. I am leaving because I have received another job offer from [company name]. I am planning to start working at [company name] on [date]. I have enjoyed working here, and I am grateful for the opportunities I have had to grow professionally and personally.

Sincerely,

[Sign here] [Your name, title] cc [Names for copies]

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Mr Joseph Bloggs I High Street Sometown X1 2YZ

Mr I Smith Head of Finance and Transactions ABC Solutions 147 The Street

(Date)

Anytown Z9 8YX

Rease accept this letter as notification that I wish to retire from my position as Senior Accounts Manager within ABC Solutions, with effect from the date above.

It is with a heavy heart that I leave the position which I have performed for the last 27 years, but I have decided the time has come for me to start my retirement and spend more time with my partner, children, and beautiful grandchildren,

I believe I am required to give you twelve weeks' notice of my intentions; therefore my date on which I depart will be (insert date). If I have outstanding accumulated annual leave, please advise me how much, and when I should take it, or if it will be paid to me.

May I take this opportunity to thank you most graciously for the help, support, and opportunities I have had in the fantastic years I have been with the company it has been a remarkable experience and I have enjoyed all the time spent working with you making the company what it is today.

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