Crafting a thoughtful resignation letter is more than a task; it's a way to leave a positive impression and maintain the connections you've built. Let our resignation letter template help you write and prepare for a successful transition from our old role to your new job.

[Your Name]
[Your Address]
[City, Province, Post Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, Province, Post Code]

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position as [Your Job Title] with [Company's Name], effective [Last Working Day, usually a notice period of one, two or four weeks or as per company's policy].

[Optional: I have made this decision because [brief reason for leaving, e.g., "I have been offered an opportunity that aligns with my long-term career goals."].]

I would like to express my sincere gratitude for the experiences and opportunities I have been afforded during my tenure with [Company's Name]. The skills, knowledge, and professional relationships I've fostered here have been invaluable to my career growth.

To ensure a seamless transition, I am committed to assisting with any necessary tasks, including training a successor or handing over my current responsibilities, over the next [notice period duration, e.g., "four weeks"].

Thank you once more for the support, mentorship, and encouragement throughout my time at [Company's Name]. While I look forward to the next chapter in my career, I will always value the memories and professional accomplishments I've achieved here.

Please let me know of any additional steps or tasks required of me during this transition period.

Sincerely,

[Your Handwritten Signature (if printing)]

[Your Typed Name]

Note for website users: This resignation letter template is provided by LGL Staffing as a guideline. Remember to tailor your resignation letter to your specific circumstances and the culture of your workplace. Always maintain a positive and professional tone.