

<Employee Name>

<Employee Address>

Date : <Date>

Manager,

<Company Name>

<Company Address>

Dear Sir / Madam,

LETTER OF RESIGNATION

Please accept this as formal notice of my resignation, effective one (1) month from today. My last working day will be on <Last working date>.

I am very honoured to be working for <Company Name>as <Current working position>. Honestly, it has been a wonderful experience.

2. As indicated, I have been exploring several employment possibilities and received an offer from another company with a new position. After thoughtful consideration, I have decided to accept it.
3. This decision has not been easy. But I have decided that it will be in the best interest for my career advancement and future development.
4. Once again, I would like to thank you for the countless opportunities that you and <Company Name>has given me.
5. I wish you and <Company Name>many more successes in the future.

Thank you.

Sincerely,

.....

<Employee Name>

Employee Number :<Employee Number>

Phone Number: <Employee Phone Number>