

Letter of Resignation Template

(Date of Resignation),
(Name of Recipient- Line Manager),
(Name of the Company),
(Address of the Company),

Dear (name of recipient)

With regret, I hand in my resignation as a (post) in (the entity's title). The day of my resignation is dated (state date).

I will make sure to complete the work that has been made my responsibility, with complete dedication and to the most that I can. I will also be pleased to co-operate as much as I can, to confirm an easy handover and transfer to my substitute.

This has been a wonderful opportunity, through-out the (enter years of work) years that I have worked here, and I would sincerely like to thank you for all the experience that (enter company's name) has helped me gain.

Although, I am looking forward to the new opportunities and roles, (enter the company's name) will always be a golden part of my career and memories.

I'll be pleased to be in touch and if there is a need for any help, such as if any further information is required, then feel free to contact me anytime.

Kind regards,
(Signature),
(Your Name In Printed Form).