

SAMPLE RESIGNATION LETTER

Date

Dear _____

Re: Resignation

I want to take this opportunity to express my appreciation for all the time and training you have invested in me. I have truly enjoyed my experience with your organisation.

Because being a part of your team has been so important to me it is with sadness that I tender my resignation with *[insert notice period]* effective *[insert last day of employment]*.

I hope that we can conclude our business relationship in such a way that we will remain on more than amicable terms. If in the future our paths cross again I hope that I will be welcome to return to your organisation.

Once again, I am sincerely thankful for all that I have learn't and experienced whilst working with you.

All the best to you, *[insert employer name]*, and the rest of the team.

Yours sincerely,

[insert your name]

E+OE

Sample Resignation Letter

Form Revised 31.8.15 and copyrighted

"This document and any attachments are issued under the terms of the Implicor Privacy Policy"