



Resignation Letter format

Here is a resignation letter format used by an employer for HR

[Your Name]

[Your Street Address]

[Your City, State/Province, Country]

[Your Phone Number]

[Your Email Address]

[Date of writing the resignation letter]

[Employer Contact Name]

[Employer Title]

[Employer Company Name]

Dear [Employer Contact Name],

[First paragraph: I am writing to provide you with my formal notice of resignation from The Company. My last day will be October 21, 2022 one month from today.]

[Second paragraph: This was not an easy decision to make, and I appreciate your support over the course of my employment at The Company. I truly value the experience, training, and knowledge I gained over the past 5 years. It has been a pleasure working with you and the team.]

[Third paragraph: Please let me know how I can help during this transition. I wish you all the best as the company continues to grow.]

Sincerely,

[Image of Signature]

[Your Name]

[Designation]

Resignation Letter Examples Samples

Use this resignation letter sample to observe how the above-given points are included if you're still unsure of what to say and how to write a resignation letter. The tone is warm but formal, and the intention to quit is conveyed in the very first sentence—no flowery greeting or introduction is required.

Example of Resignation Letter Sample with Reason for Leaving

Rahul Singh
Sector 40
New Delhi

singhrahul@somedomain.com

[Date]

Ms. Anita Singh
CEO
ABC Company
15 Main St.
Sometown, MA 55555

Dear Ma'am/Anita,

Please accept this letter as notice of my resignation from my position as a staff accountant. My last day of employment will be [date].

I received an offer to serve as a senior accountant of a Fortune 500 company, and after careful consideration, I realize that this opportunity is too exciting for me to decline.

It has been a pleasure working with you and your team over the last three years. One of the highlights of my career was collaborating with you to automate ABC Company's accounting, financial, and balance systems and setting up your accounting infrastructure. Your company is poised for continued growth and I wish you much success with your upcoming acquisition of XYZ Company.

I would like to help with the transition of my accounting duties so that systems continue to function smoothly after my departure. I am available to help recruit and train my replacement, and I will make certain that all reporting and records are updated before my last day of work.

Anita, thank you again for the opportunity to work for ABC Company. I wish you and your staff all the best and I look forward to staying in touch with you. You can email me anytime at singhrahul@somedomain.com or call me at 555-555-5555.

Sincerely,

Rahul Singh
Senior Accountant