



SAMPLE FOR LETTER OF RESIGNATION:

Date

Manager's name
Company address
Address
City, Postcode

Dear (manager's name)

I am sorry to inform you that I will be leaving _____(company) on _____(date). This was a difficult decision, working for _____(company) has been a positive experience and one for which I am thankful. I have learned a lot here and have enjoyed working here and with you. In fact, I am sure that I would continue to benefit if I were to stay.

I wish continued success to _____(company) and to you.

Please feel free to contact me after I leave if I can be of any further assistance.

Yours sincerely,

(Candidate's name)