**Resignation Letter Template**

This resignation letter template contains:

* Positive statements to keep good relationships
* Official notice statement with date
* Offer to help with transition

Your Name

Your Address

Date

Your Manager’s Name [e.g. Nick]

Title

Address

Re: Resignation letter

Cc: Human Resources Manager

Dear Nick,

I would like to resign my position as [job title] with [company name] with a planned end date of [date]. Please accept this letter as formal notice of my resignation.

I would like to take this opportunity to say that making this decision has been difficult. Working for you at [company name] has been an incredibly positive experience and one for which I am grateful. I have gained much experience and have enjoyed working with you and my other colleagues in [department name].

However, I am excited about the new position that I will be taking over in my new role. My decision is irrevocable as I am now legally bound by a new contract.

I will be fully dedicated to making the transition as smooth as possible for you and for the team, and commit to do my best until my departure date. If I can be of further assistance during the transition, please don’t hesitate to let me know.

I wish the team every success in the future and thank you for the opportunity that has been given to me during my time here.

Best regards,

Your name

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