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Looking to resign from your current role? A resignation letter template makes it much easier to say goodbye. A professional resignation letter will allow for a cordial exit from a job that once worked for you. So how do you write a resignation letter using email? This how-to template will guide you every step of the way, complete with templates and helpful examples. In this post, we cover: What is a Resignation Letter How to Write a Resignation Letter Resignation Letter Sample for a Mid-Career Professional Downloadable Resignation Letter Template Resignation Letter Template for Middle Management Resignation Letter Template for Early Career Professionals or Students Resignation FAQs A resignation letter is a formal document to inform your company that you plan to leave your role. This keeps your departure professional, and helps your colleagues to reassign their workscopes. After submitting your resignation letter, you will commence your notice period before officially leaving the company. When it comes to writing resignation letters, there are three steps that we advise you follow. These are; Be Brief and Direct Thank Your Manager and Team Offer Help & Well Wishes Begin your resignation letter simply, and include only the relevant information. Three key details your letter should include would be your position, company name and effective last day with the company. If you are unsure of the duration of your notice period, check your employee handbook or formal appointment letter. Although writing a resignation letter might seem like a great opportunity to share the real reason for your departure, avoid going into too much detail here. You can speak to your manager privately or share more details with HR during the exit interview. Heres a sample Introduction to a Resignation Letter: Dear Joe, Please accept this email as my formal resignation from my position as Account Manager with ABC Company, effective today, Friday, 1 September 2021. My last day will be Monday, 1 October 2021. Next, thank your manager and colleagues in the letter. Highlight the reason(s) why you enjoyed working with him/her, as well as how the overall experience has helped you develop as an individual. In your letter, you could share your appreciation for the various opportunities and responsibilities entrusted to you. Avoid criticising anybody as this does not reflect well on you professionally, and might affect your final few days since you will still be working with them during your notice period. It is always recommended to express your sincere appreciation to your manager or team for their guidance and support, regardless of how long you have worked for the company. This enables you to leave on a positive note and helps you build lasting relationships with your present colleagues, as you might cross paths with them again in the future. Take this Example: I am truly grateful for the opportunity to work with you and our wonderful team at ABC Company over the past 3 years. I have very much enjoyed our camaraderie, the easy banter our team shares, and working together to push the boundaries of creativity with each project. Thank you for guiding me to become a better manager and leader as well as trusting me with driving the growth of the MN account. I deeply appreciate these opportunities, and I have learned so much that I will take with me through the rest of my career. Finally, end off on a positive note by extending a helping hand. Your impending departure might affect the teams workload. Thus it reflects well if you were to offer to ease the transition by completing all your current projects, arranging for a handover and offering to assist with hiring or training your replacement. Heres an example of how to end a resignation letter: I will do my best to complete project XYZ, and hand over my duties to the team before my departure. Please let me know if there is anything else I can do to ensure a smooth transition. Do keep in touch. I hope we cross paths again in the future and I wish you and the company all the best. Sincerely,John Doe Put these stages together, and you get this email resignation letter sample: Of course, your own resignation letter will vary, but its best to always keep a professional tone and style. That said, how do you write your own resignation letter? We have provided a handy resignation letter template you could use. Feel free to send it as an email or as a physical letter. Dear [Your Managers Name]Please accept this email as my formal resignation from my position as [Your Job Title] with [Company Name], effective today, [the date you are sending this email]. My last day will be [date of last day depends on your notice period]. I am truly grateful for the opportunity to work with you [and your team/colleagues] at [Company Name] over the past [how long you have been in the role]. Ive very much enjoyed [share what you like about working with your boss and team, and your work]. I will do my best to complete [ongoing duties/projects], and hand over my duties to [person / team] before my departure. Please let me know if there is anything else I can do to ensure a smooth transition. Do keep in touch. I hope we cross paths again in the future, and I wish you and the team all the best. Sincerely,[Your Name] We hope you find this template helpful! If youre still stuck, here are a few other resignation letter examples to help your writing. Dear Jane,Please accept this email as my formal resignation from my position as Business Development Manager with ABC Technologies, effective today, 1 January, 2022. My last day will be 1 February 2022. It has been a pleasure working with you and the sales team over the past 5 years and seeing the team grow from strength to strength. One of the highlights of my career was working with the Asia-Pacific team to significantly increase regional revenues by identifying and targeting previously untapped markets across Vietnam and Indonesia. In addition, I greatly appreciate your guidance on developing opportunities in target markets and trusting me to handle key client acquisition and management. I deeply appreciate these opportunities, and now have a better understanding of how our work can better serve the needs of existing markets. I would like to assist with the transition so that all systems and processes continue to run smoothly after my departure. Besides being available to help recruit and train my replacement, I will ensure that all existing projects and records are updated prior to my last day of work. Once again, thank you for the opportunity to be able to work for ABC Technologies and I wish you and the team all the best. I look forward to staying in touch and hope our paths cross again in future Sincerely,Jason Although an intern or student resigning from their position is merely a formality, it is still good to submit a formal resignation letter. As an intern, your job scope and projects worked on might seem insignificant but you can mention the overall working experience and how it has benefited you. A well-written resignation letter will leave your manager with a good impression and might even help you should future positions open up at the company. Dear Peter,Please accept this email as my formal resignation from my position as Intern, Food Science & Technology with XYZ Company, effective today, 1 January, 2022. My last day will be 1 February 2022.Although I have only been with the department for approximately 6 months, I am thankful for the opportunity to work as a food scientist and gain practical working experience to complement my course activity. From working with plant operators and flavour experts to helping the marketing department finalise our new food packaging, the overall experience has been enriching and one I will surely miss.On a personal note, this position has also enabled me to develop my interpersonal skills and confidence in addition to building my technical capabilities, all of which I am certain will prepare me well for formal employment in future.Ahead of my last day of work, I will work with the team to ensure that all my outstanding projects are completed or updated and handed over to my manager.Once again, thank you for the opportunity to be able to work for XYZ Company and I wish you and the team all the best. I look forward to staying in touch and hope our paths cross again.Sincerely, Rupert We hope you find these resignation letter templates helpful! Although not necessary, it is a good idea to speak to your manager before you tender your resignation. Your departure might affect his/her long-term plans for you, your team, and/or your company. Giving advance notice allows him to plan ahead, budget for a new hire, cover your workload and adjust the workflow accordingly. This shows how thoughtful you are, and helps you maintain a good relationship with your boss. So, while you are not obliged to do so, it is good to give your boss a heads up! When it comes to your closer colleagues such as your everyday lunch companions and your work buddies, be yourself and speak from the heart. You could craft a personal note by including details known to them, such as an event the team worked on or lunchtime conversations that you will miss. Of course, you should also send a proper farewell email to your boss, team and/or company to maintain good relations. In the digital era, a formal email is enough to make sure your resignation is officially on record. However, be sure to send this to both your boss and your HR. If you wish, you may print a physical version for your personal record as you will lose access to your official email account upon your last day of employment. In your resignation email, remember to state your effective date of resignation. Your notice period will be counted from that date. Employment contracts usually vary from country to country but typically state a notice period of between 1 to 3 months. This may be longer for senior executives. In addition, some companies allow you to use your annual leave to offset your notice period while others allow you to encash your remaining annual leave. However, these policies differ from company to company so it is best to check with your HR department on your companys policies. You can, but you are not obliged to. Its perfectly fine to keep this information to yourself. However, for certain industries and depending on your level of seniority, do note that a non-compete clause may apply. If applicable, this will be found in your employment contracts. Generally, a non-compete clause prevents employees working for a competitor or engaging in businesses in certain markets and geographies for some time after the termination of the employment contract. In these instances, a cooling off period might apply. Violating this clause might result in legal action taken against you by the company. Thus do read your employment contract or consult your companys HR to see if this clause applies to your situation. Legally, your boss cannot do that. It is actually an offence for employers to disallow employees to leave their job! Under Singapores Employment Act, employees can resign at any time, either by serving notice, or compensating the employer with salary in lieu. If youve read this far, congratulations! Resignations on your mind, which means an exciting new chapter might begin soon! Just starting your job hunt? Ace it with a killer Resume and Cover Letter follow our handy ultimate guides. You can also steal inspiration from our downloadable resume samples for different industries and roles. But if youre not getting the interviews you deserve, just reach out to us for help. Our team of HR experts will give you free pointers on improving your CV. Before you leave this article though, dont forget to download our resignation letter sample. And when the time comes, youll know what to do. Return to Ultimate Singapore Job Search Hub Samples & Templates Resume & CV WRITE A PROFESSIONAL RESIGNATION LETTER .. With an Example! When it comes to resigning from a job, there are several things you need to consider. One of the most crucial aspects is writing a resignation letter. This letter informs your employer of your decision to leave and helps to ensure that the transition process is as smooth as possible. Writing a resignation letter may seem like a daunting task, but with the right resignation letter example, you can make it a breeze writing one yourself! In this article, we will discuss some essential elements to include in a resignation letter and provide you with some examples that you can use for your specific situation. By following these guidelines, you can ensure a smooth and respectful transition out of your current role and leave on good terms with your employer. A resignation letter should be brief and to the point while also conveying your gratitude for the opportunity to work with the company. Here are some essential elements to include in your resignation letter: A clear statement of your intention to resign. The date on which your resignation is effective. A brief explanation of why you are resigning (optional). A statement expressing your gratitude to your employer for the opportunity to work with them. A statement offering to assist with the transition process. Your contact information. A signature. Now that you know what to include in a resignation letter, its time to choose the template thats right for you. Below are some resignation letter examples that you can customize based on your specific job situation. When its time to resign from a job, its essential to do so with professionalism and grace. A resignation letter is a formal way to inform your employer of your decision to leave and to provide a clear timeline for your departure. This resignation letter example can be used for a variety of situations, whether youre leaving for a new job, retiring, or any other reason. [Your Name][Your Address][City, State ZIP Code][Your Phone Number][Your Email Address] [Date] [Employers Name][Employers Address][City, State ZIP Code] Dear [Employers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. Thank you for the opportunity to work with [Company Name], and I am grateful for the experience and knowledge gained during my time here. I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] *Remember to write two weeks notice instead of 2 weeks notice to use professional resignation letter formatting. [Your Name][Your Address][City, State ZIP Code][Your Phone Number][Your Email Address] [Date][Employers Name][Employers Address][City, State ZIP Code] Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date], providing a two-week notice as per my employment agreement. Thank you for the opportunity to work with [Company Name], and I am grateful for the experience and knowledge gained during my time here. I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] [Your Name][Your Address][City, State ZIP Code][Your Phone Number][Your Email Address] [Date] [Employers Name][Employers Address][City, State ZIP Code] Dear [Employers Name], I regret to inform you that I am resigning from my position as [Job Title] at [Company Name], effective immediately. I understand that this sudden resignation may cause some inconvenience, and I apologize for any disruption this may cause to the team. However, due to unforeseen circumstances, I must step down from my position immediately. Please let me know if there is anything I can do to help with the transition during my remaining time here. I am willing to assist in any way possible. Sincerely, [Your Name] Making the decision to resign from a job can be a difficult one, especially when it is due to personal reasons. This type of resignation can often leave the employer and colleagues questioning what went wrong or what could have been done differently. However, sometimes personal circumstances change, and it becomes necessary to put personal needs first. Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I regret to inform you that I am resigning due to personal reasons. While it was a difficult decision to make, it is the best course of action for me at this time. I am grateful for the opportunity to work with [Company Name] and appreciate the experience and knowledge gained during my time here. Now I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] Relocating to a new city or state is an exciting opportunity, but it can also be a challenging time. One of the most significant steps in the process is resigning from your current job. To make the process smoother, its important to provide your employer with a clear and concise resignation letter. This resignation letter example is designed specifically for those who are leaving their job due to relocation. Dear [Managers Name], I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Date], providing two weeks notice as required by my employment contract. After much consideration, I have decided to relocate to [City, State] to be closer to my family. This decision was not easy, but I have come to realize that it is the best course of action for me and my family. Unfortunately, this means that I must leave my position at [Company Name]. I am incredibly grateful for the opportunities that [Company Name] has provided me during my time here. Now I have learned a great deal, and I have enjoyed working with my colleagues. I will miss my role here, but I am excited about this new chapter in my life. Now I want to ensure a smooth transition for my colleagues and my replacement. I will do everything in my power to complete all outstanding projects before my last day of work. Additionally, I am more than happy to help with the training of my replacement or any other tasks that will help to make this transition easier. Thank you for your understanding and support in this matter. It has been a pleasure working with you and the team, and I wish everyone at [Company Name] all the best for the future. Sincerely, [Your Name] Leaving a job for a better opportunity is an exciting time, but its important to resign in a professional and respectful manner. A resignation letter is a formal way to inform your employer of your decision to leave and to provide a clear timeline for your departure. This resignation letter example is designed for those who are resigning due to a better opportunity, providing a clear and concise statement of your decision to leave while also expressing gratitude for your time with the company. Dear [Employers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I am resigning because I have accepted a new job opportunity that aligns better with my long-term career goals. I am grateful for the opportunity to work with [Company Name] and appreciate the experience and knowledge gained during my time here. Now am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] As we grow in our careers, its natural to seek out new challenges and opportunities for growth. If youre resigning from your job due to career growth, its important to communicate your decision in a professional and respectful manner. This resignation letter template is designed for those who are resigning due to career growth, providing a clear and concise statement of your decision to leave while also expressing gratitude for your time with the company. Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I am resigning because I have received a new job offer that offers greater opportunities for career growth and advancement. While it was a difficult decision to make, it is the best course of action for me at this time. I appreciate all the opportunities [Company name] has provided me for these past years. Now I believe that the skills I have acquired will be of great value to me in the future. I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] Sometimes, despite our best efforts, we find ourselves in a job that doesnt align with our values or personal goals. If youre resigning from your job due to job dissatisfaction or an unfit company culture, its essential to communicate your decision in a professional and respectful manner. This resignation letter template is designed for those who are resigning due to job dissatisfaction or unfit company culture, providing a clear and concise statement of your decision to leave while also expressing gratitude for your time with the company. Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I am resigning due to job dissatisfaction and/or an unfit company culture. After careful consideration and reflection, I have come to the conclusion that it is best for me to move on and find a work environment that better aligns with my personal values and career goals. I appreciate the opportunity to work with [Company Name], and I am grateful for the experience and knowledge I have gained during my time here. However, I believe that it is in my best interest to seek employment elsewhere. Now I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] Sometimes, health issues arise that make it difficult or impossible to continue working in your current job. In these cases, its important to communicate your decision to resign in a professional and respectful manner. This resignation letter template is designed for those who are resigning due to health reasons, providing a clear and concise statement of your decision to leave while also expressing gratitude for your time with the company. Dear [Managers Name], I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Date], providing two weeks notice as required by my employment contract. This decision has not been an easy one, but due to my health, I have decided that it is in my best interest to step down from my current role. [Explain your reasons in a respectful and professional manner, without going into too much detail about your health condition.] I am grateful for the opportunities that [Company Name] has provided me during my time here, and I will always remember the skills and experiences that I have gained. I am committed to ensuring a smooth transition and will work to complete any outstanding projects before my departure. Please let me know if there is anything specific that I can do to make the transition easier for my colleagues or my replacement. I am also happy to assist with the training of my replacement or provide any other support that may be required during this time. Thank you for your understanding and support in this matter. I am proud to have been a part of the [Company Name] team and wish you all the best for the future. Sincerely, [Your Name] Family is one of the most important aspects of life, and sometimes, circumstances arise that require us to prioritize our family above all else. If youre resigning from your job due to family reasons, its essential to communicate your decision in a professional and respectful manner. This resignation letter template is designed specifically for those who are resigning due to family reasons. It provides a clear and concise statement of your decision to leave while expressing gratitude for your time with the company. [Your Name][Your Address][City, State ZIP Code][Your Email Address][Todays Date] [Employers Name][Company Name][Address][City, State ZIP Code] Dear [Managers Name], I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Date], providing two weeks notice as required by my employment contract. This decision has not been an easy one, but after much consideration, I have decided that it is in the best interest of my family for me to step down from my current role. [Explain your reasons in a respectful and professional manner, without going into too much detail about your personal life.] I am grateful for the opportunities that [Company Name] has provided me during my time here, and I will always remember the skills and experiences that I have gained. I am committed to ensuring a smooth transition and will work to complete any outstanding projects before my departure. Please let me know if there is anything specific that I can do to make the transition easier for my colleagues or my replacement. I am also happy to assist with the training of my replacement or provide any other support that may be required during this time. Thank you for your understanding and support in this matter. I am proud to have been a part of the [Company Name] team and wish you all the best for the future. Sincerely, [Your Name] Retirement is a significant milestone in ones life. Resigning from a long-term job is thus a crucial part of this process. Dear [Managers Name], Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date]. I am retiring from my position after [Number of Years] years of service with [Company Name]. It is time for me to move on to the next chapter of my life, and I am looking forward to the opportunities and challenges that retirement will bring. I am grateful for the opportunities I have had while working at [Company Name], and I appreciate the experience and knowledge gained during my time here. Now I want to thank you and the entire team for the support and guidance provided throughout my career. I will commit to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition. Sincerely, [Your Name] In todays rapidly evolving job market, remote work is becoming increasingly popular as employers embrace the benefits of a flexible workforce. For many professionals, the opportunity to work from home is a major draw. Working from home does offer better work-life balance, enhances productivity, and the ability to work from anywhere in the world. In this resignation letter example, we provide an example of how to resign from a position due to an exciting remote work opportunity. This letter is suitable for individuals who have been offered a remote position with another company and wish to leave their current employer to pursue this new opportunity. Dear [Managers Name], I am writing to inform you that I am resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Date], providing two weeks notice as required by my employment contract. I have recently received an exciting opportunity to work remotely for another company, and after careful consideration, I have decided to accept this position. This decision was not an easy one to make, but I believe that it is in the best interest of my career growth and personal life. The prospect of working from home has long been a goal of mine, and I am excited to take advantage of this opportunity to work in a more flexible and autonomous environment. I want to express my gratitude for the opportunities that [Company Name] has given me during my time here. I have learned a lot and developed new skills that will be invaluable in my future endeavors. Now I am committed to ensuring a smooth transition and will work to complete any outstanding projects before my departure. Please let me know if there is anything specific that I can do to make the transition easier for my colleagues or my replacement. I am also happy to assist with the training of my replacement or provide any other support that may be required during this time. Thank you for your understanding and support in this matter. I am proud to have been a part of the [Company Name] team and wish you all the best for the future. Sincerely, [Your Name] Sometimes, resigning from a job is not a choice, but rather an unavoidable reality. Involuntary resignation can occur when an employee is asked to leave their position due to various reasons such as redundancy, restructuring, or company downsizing. Writing a resignation letter due to involuntary circumstances can be a challenging and emotional experience. In this resignation letter example, we provide an example of how to write an involuntary resignation letter in a professional and respectful manner. This letter is suitable for individuals who have been asked to leave their position and want to resign gracefully while preserving their professional reputation. Dear [Managers Name], I began employment with XYZ 3 years ago and have enjoyed everything Ive learned with this company. Unfortunately, recent events have caused the need for our separation. It was discovered on July 6th, 2017 that $1,000 was missing from the vault. I participated in an active investigation of the situation and contributed any information I had with total transparency, as I have nothing to hide from my employer. When I was informed by upper management that my passcode was the last to be used and, unfortunately, they have determined this information to be cause for termination. I am not aware of who else would have access to my passcode. The information is keptin a private file. Therefore, I cannot point blame at any other employee with total certainty. I remember securely locking the vault door in place and I can only speak for the facts of which I am aware. At 2 pm, my assistant manager and I conducted a midday audit of the vaults contents and it was in full balance. At 4 pm, we began our end of day audit and discovered by 4:30 pm that $1,000 was missing. I did not remove $1,000 from the vault between 2 and 4 pm. After the midday audit, my assistant manager was present as I securely closed the vault door. I respect my employer for their diligence in their investigation. I have supported them throughout the entire process. Unfortunately, without a clear explanation for the missing funds, they have been required to decide based on circumstantial evidence. I have led this company in loss prevention and compliance for the last 2 years. As a manager, I understand it is ultimately my responsibility to ensure the employees I hire behave with total honesty and that operations are executed accurately and consistently. To the best of my abilities, I have done all of this and more. While I do not agree with the decision to terminate my employment, I do accept it as a requirement of my position of leadership. In the future, I will take the knowledge I learned from this experience and ensure that better steps are taken to prevent any loss occurring. Thank you for the opportunity to work with this institution for the last 3 years. If you require any additional information, please do not hesitate to contact me. Yours,Casey M. EmployeeTitlePhone NumberEmail Resigning from a job can be a difficult and emotional experience, but its important to approach the process with professionalism and grace. One of the most critical steps in the resignation process is writing a resignation letter that clearly communicates your intentions and feelings while also remaining respectful and professional. In this article, weve provided several resignation letter templates for different scenarios, from leaving for a new job to retirement, to help guide you through the process. What should not be included in A Resignation Letter? Negative comments about the company or colleagues: Even if you are leaving your job because of issues with the company or colleagues, it is important to keep your resignation letter professional and positive. Avoid including any negative comments or criticisms that could damage your professional reputation.Personal or confidential information: Your resignation letter should focus on your intention to leave the company and the timeline for your departure. Avoid including any personal or confidential information that is not relevant to your resignation.Demands or ultimatums: Your resignation letter should be a professional and polite communication. Avoid making any demands or ultimatums that can be perceived as unprofessional or confrontational.Emotions or venting: While it is understandable that resigning from a job can be an emotional experience, it is important to keep your resignation letter calm and professional. Avoid including any emotional outbursts or venting in your letter. Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Download in Docx Resignation [Your Name]Notice of Resignation [Your Name]Resignation Announcement [Your Name][Date of Resignation] Resignation [Your Name][Your Name] Resignation Effective [Date of Resignation] When submitting a letter of resignation, its important to schedule a meeting with your manager to discuss your decision. After the meeting, provide a written letter of resignation that confirms your decision to leave and includes your last day of work. The letter should be professional and positive, and should express your gratitude for the opportunities you had while working there. Finally, make sure to follow any company procedures for submitting your resignation, and offer to assist with the transition period before your departure. Youve made the decision to move on from your current job. Whether its for career advancement, personal reasons, or retirement, the next step is to write an amicable resignation letter. This document not only informs your employer of your departure but also reflects your professionalism and helps maintain positive relationships.In this guide, well cover everything you need to know about writing a resignation letter from what it is and how to structure one, to ready-to-use resignation letter templates for different situations.Youll also learn how to resign with confidence, whether youre submitting a simple resignation letter or a short resignation letter for immediate departure, and handle the transition process with grace.What is a resignation letter? A resignation letter is a formal written notice that lets your employer know youre leaving your position. It typically includes your intent to resign, your last working day, and sometimes a brief note of thanks.In Singapore, submitting a resignation letter is a standard practice, even after discussing your decision verbally with your supervisor. It provides a written record for human resources (HR) and helps ensure a smooth transition. Writing a respectful resignation letter demonstrates your professionalism and helps preserve positive ties for future networking or reference opportunities.How to write a resignation letter? A good resignation letter is clear, concise, and respectful. Here's a breakdown of how to write a resignation letter, including what to include and what to leave out.What to include in your resignation letter?Background details:Every formal resignation letter starts with your name, job title, and department. Include the date at the top of your resignation letter.Statement of resignation:Clearly state that youre resigning. For example: I am writing to formally resign from my position as [Job Title] at [Company Name].Resignation date:Mention your final day at the company. Make sure it aligns with the notice period in your employment contract typically one month in Singapore.Expression of gratitude:Add a sincere Thank you for your support to show appreciation for your experience in the company, and keep a professional tone.Reason for resignation (optional):If appropriate, briefly mention your reason, such as career growth or personal circumstances. Keep it general and positive, and avoid putting too many personal details.Offer to assist with the transition process (optional):Offering to train a replacement or complete projects before your final day with your current employer can leave a good impression.Professional closing:End with apolite sign-off, such as Kind regards or Sincerely, followed by your full name.What to leave out of your resignation letter? While its important to be clear about your decision to leave, some details are best left out of your resignation letter. Keeping the tone professional and positive helps you exit on good terms and preserves your reputation for future opportunities.Negative feedback: To maintain good professional relationships with those you will leave behind, resist the temptation to write a resignation letter focusing on your job dissatisfaction. Avoid mentioning negative remarks or personal grievances to ensure a smooth transition during this career change.Critique of the organisation:Even if youre feeling negative about the company, avoid criticising any of their procedures, products, or services in your resignation letter.If you wish to provide feedback, always end on a positive note. This will keep a professional tone and ensure a well-written resignation letter. But as much as possible, write a registration letter that focuses on you and your departure from the company.Being offered a higher salary:Even if this is true, its best not to include this in your resignation letter. If you want to use your resignation as leverage to receive a counteroffer, it is more prudent to discuss your plans with your boss before writing a resignation letter.Also read:Here are 12 reasons to decline a counteroffer after submitting your resignation letter Resignation lettertemplates To help you with thetrickytask of coming across as tactful and grateful when leaving your company, here are some resignation letter templates that you can go over to get you started on writing one that is appropriate to your situation.1. Simple resignation letter (general use)Subject: Resignation LetterDateName of the RecipientPositionCompanyCompany AddressCity, State, Zip CodeDear [Managers Name],Please accept this letter as formal notice of my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date].Im grateful for the opportunity to work with the team and appreciate all the support and learning experiences I've had during my time here. Ill do my best to ensure a smooth transition.Thank you once again.Kind regards, [Your Name]2. Short resignation letter (concise and to the point)Subject: Resignation LetterDateName of the RecipientPositionCompanyCompany AddressCity, State, Zip CodeDear [Managers Name],Im writing to resign from my role at [Company Name], effective [Last Working Day].Thank you for the experience and support.Best regards, [Your Name]3. Professional resignation letterSubject: Formal Resignation Letter [Your Name]DateName of the RecipientPositionCompanyCompany AddressCity, State, Zip CodeDear [Managers Name],Please accept this letter as formal notice of my resignation from my role as [Job Title] at [Company Name], with my last working day being [Date], in accordance with my one-month notice period.I appreciate the opportunities I've had to grow professionally and personally during my time here. I remain committed to supporting the team during this transition.Wishing the company continued success.Sincerely, [Your Name]4. One-month notice resignation letter (with reason: career advancement)Subject: Resignation Letter with One-Month NoticeDateName of the RecipientPositionCompanyCompany AddressCity, State, Zip CodeDear [Managers Name],Im writing to formally resign from my position at [Company Name], with my last working day being [Date], respecting my one-month notice period.This decision was not easy, but Ive accepted a new opportunity that aligns with my long-term career goals. Im thankful for the experience, mentorship, and friendships I've gained here.Ill ensure a smooth handover during my remaining time.Warm regards, [Your Name]5. Resignation letter for misalignment or role fit issuesSubject: Resignation LetterDateName of the RecipientPosition]CompanyCompany AddressCity, State, Zip CodeDear [Managers Name],Id like to formally resign from my position as [Job Title] at [Company Name], with my last working day being [Date], in line with the required notice period.While I value the experience and have enjoyed working with the team, I believe the role no longer aligns with my professional goals.Thank you for the opportunity and support during my time here. Ill do my best to wrap up my responsibilities and assist with the transition process.Sincerely, [Your Name]6. Professional resignation letter for retirementSubject: Resignation LetterDateName of the RecipientPosition]CompanyCompany AddressCity, State, Zip CodeDear [Name of the Recipient],I wish to inform you that I will be retiring from my position as [Job Title] at [Company Name]. My last working day will be on [Date].While I am excited to begin this new chapter of my life in retirement, it is certainly a bittersweet moment to leave the company. During my remaining time here, I will do my best to complete all pending tasks and assist in training my replacement to ensure a smooth handover. Please let me know if there is anything else I can do to aid in this transition. You can reach me at [contact number] or [email address] if any questions arise, even after my last day.Thank you once again for the opportunity to be part of [Company Name]. It has been an honour working with you and the team, and I am proud of all we have accomplished together. I wish you and everyone at the company continued success, and I hope we can stay in touch.Sincerely,[Your Name]7. Amicable resignation letterSubject: Resignation LetterDateName of the RecipientPosition]CompanyCompany AddressCity, State, Zip CodeDear [Name of the Recipient],I hope this message finds you well. Im writing to formally resign from my position as [Your Job Title] at [Company Name], with my last working day being [Date], in line with my notice period.This decision wasnt easy, as Ive genuinely enjoyed being part of such a collaborative and supportive team. Im incredibly grateful for the opportunities to learn and grow professionally, and I sincerely appreciate your leadership and the trust youve placed in me throughout my time here.Thank you once again for the opportunity to be part of [Company name]. It has been an honour working with you and the team, and I am proud of all we have accomplished together. I wish you and everyone at the company continued success, and I hope we can stay in touch.Warm regards,[Your Name]Also read:Here's how to quit your job professionally and gracefullyWrite a resignation letter that resonates? Hopefully, these resignation letter templates can ensure a smooth transition process and guide you to your next chapter.Generally speaking, it is customary to give your employer a heads-up a month ahead of your last day to find, hire, and train your replacement. For employees still under probation, a two-week notice is encouraged. Check your employment contract to determine how much lead time you need to give the company.While leaving one's job without having one to move to is becoming more common these days, make sure you update your Jobstreet Profile so employers know what you have to offer. Among other things, your work history helps employers determine whether your skills are relevant to the candidates they need to hire.Start finding #JobsThatMatter to you on our website or mobile app. Remember to add #WorkNow to your profile to let employers know that you are readily available for employment. You can also go to Jobtreet's Career Resources Hub to get expert advice to help guide you through your career journey.FAQs How to write a short resignation letter?Use clear, simple language. State your position, your final working day, and thank your employer. Keep it brief and professional. A short resignation letter is often best for situations where formality is still required but minimal detail is needed, such as internal transfers or short-term roles.How much notice do you need to give in your professional resignation letter?This depends on your employment contract. In Singapore, one months notice is typical, but check your specific terms. Some contracts may allow for shorter or longer transition periods depending on your role or length of service. A professional resignation letter will follow the notice period dictated by your contract.Do you need to include a reason for resigning in your letter?No. While its optional, it can help provide context and might help with the transition. If you choose to include a reason, keep it general and positive. For instance, stating youre leaving for personal growth or new opportunities shows professionalism.To whom do you address your resignation letter?Usually to your direct manager. If unsure, check your companys policy or consult HR. You can also copy HR if required by internal procedures to ensure a smooth transition.Can you take back a resignation letter?Possibly. If circumstances change, speak with your manager or HR immediately. However, reversal isnt guaranteed, especially if your replacement has been confirmed. Acting quickly and professionally can increase your chances of reconsideration. You have decided to move on to a different role elsewhere for better career prospects. Perhaps youve found a new job, want to freelance, or make a career transition. Regardless of your reasons, your next step is to pen that letter of resignation.Whether in Singapore or elsewhere, the resignation letter is proof of your intention to leave the company. It is a formal notification which is officially documented. It is usually an HR policy across most, if not all, firms, as it is professional and ensures a systematic exit process.So, how do you write a good resignation letter?1. Express intention to resignWhen it comes to an official document like a resignation letter, your employer prefers one that is straight to the point. This means you can leave the sugarcoating aside and kick it off with your intention to resign from the respective position you are currently occupying.Perhaps you may have shared your personal reasons for leaving, via a call or a face-to-face chat. Nonetheless, theres no need to go into detail about them in this letter.Ready for a new job? MyCareersFuture has over 100,000 job opportunities daily for you. Explore them now.2. Last day of employmentOn your employment contract, you will find the duration of your notice period to fulfil should you tender your resignation.Following that, calculate your estimated last day of employment, minus any pending leave which you do not intend to encash. With that, it is still important for your HR to confirm and get back to you on your official last day.3. Express your gratitudeNo matter the length of time you have spent with the company or your experiences, it is always good to express your thanks to your boss and team.This ensures you leave on a positive note and avoid including any critiques or complaints in the official letter. Should there be any, you can bring them up to the respective department or during the exit interview with HR.4. Offer to assist in exit formalitiesSince the transition process can be hectic, especially during a busy period, it is vital that you take a proactive role in assisting in all exit processes and formalities.You can include a couple of lines stating what you are prepared to do, anything from detailed handovers, filing, and project completion to exit interviews.You may also offer to train a replacement should they be able to hire one, before you leave the company.Read Also: How to Resign From Your Job While Still Working Remotely5. Provide your contact informationEven as you leave, maintaining a connection with the company is key, especially with your boss as it will go a long way in the future. Even if you have personal grievances, they should not come in the way of your career path.Perhaps your boss has moved on to a different organisation and has a vacancy he/she thinks youd excel in, or you need a job change sometime in the future and want to return to the organisation. Your boss will remain an important factor in your career journey.You can stay connected and continue your professional relationship with him/her by providing your contact information or other personal details in your letter of resignation, such as your handphone number, email address, and LinkedIn profile.If you need advice for your next job, let WSGs Career Matching Services help you. Click here to register your interest and well be in touch soon.Can your employer reject your formal resignation letter in Singapore?According to the Employment Act in Singapore, as long as employees intend to resign, either with notice or compensation with a salary in lieu, the employer cannot prevent them from leaving the job. You are also not required to disclose your personal reasons for tendering.Professional resignation letter template and sampleExecuting the above, a quick outline of a professional yet thoughtful resignation letter is as follows;Established an official notice of resignation from your job title and state your last day of employment.Offer thanks for the opportunities provided to you.Provide relevant information to ensure the transition of your duties and fulfilment of all necessary processesClose with a smooth wrap-up by providing your contact details for future connectionsIf youre looking for examples of resignation letters, heres a quick sample for your reference. The aim is to make it short and succinct.[Date of tender]Dear [name of boss],Please accept this letter as a formal notice of resignation from my position as [your current job title] from the [department you are part of]. My last day of employment will be [estimated last day]. It has been a pleasure working with you and the team for [duration of employment]. I have had a fantastic experience here, a highlight of which is [any notable accomplishment you are grateful for]. Before I leave, I would like to assist you with the smooth transition of my duties to a respective team member. I can also help the department source for a replacement, whom I will be happy to train and ensure there is a proper handover of tasks and responsibilities. Also, please let me know how else I can assist you in the exit processes.Thank you once again for having me as part of your team. I wish you and the staff all the best, and I look forward to keeping in touch. You can email me at [email] or contact me directly at [handphone number].Yours sincerely,[Your name]You are also advised to select a business-friendly font, such as Arial or Times New Roman, to maintain professionalism in your delivery.Resignation Letter for Career Growth:[Date of tender]Dear [Managers Name],I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].I want to express my gratitude for the opportunity to work with such a talented team and grow within [Company Name]. The experiences and skills Ive gained during my tenure have been invaluable, and I truly appreciate the support and encouragement you have provided me throughout my time here.To ensure a smooth transition, I am committed to assisting in the onboarding or training of my successor and working with my team to wrap up any ongoing projects. Please feel free to reach out if I can be of further help during this period.I am excited about the next chapter in my career but will always look back on my time at [Company Name] with fondness. I hope to stay in touch, and I wish the team continued success in all their endeavours.Thank you once again for the opportunity to be part of [Company Name].Yours sincerely,[Your Signature (if submitting a hard copy)]Resignation Letter for Giving Advance Notice:[Date of tender]Dear [Managers Name],I am writing to formally resign from my position as [Your Job Title] with [Company Name], effective [Last Working Day, e.g., 12th December 2023]. This fulfills the required [Notice Period] notice as outlined in my employment contract.It has been a privilege to work for [Company Name] over the past [Duration of Service]. During my time here, I have gained invaluable experience and had the opportunity to collaborate with an exceptional team. I am truly grateful for the support and guidance provided throughout my tenure.The decision to leave was not an easy one, but I believe this move is best for my future goals. [Optional reason for leaving, e.g., I am pursuing a new career opportunity or I am relocating to a new city.]To ensure a seamless transition, I am happy to assist in training a replacement and completing any outstanding projects during this period. Please dont hesitate to reach out if there are additional ways I can help during the handover.Once again, thank you for the opportunity to be a part of [Company Name]. I wish you and the entire team continued success, and I hope to stay in touch in the future.Yours sincerely,

Number][Date][Managers Name][Company Name][Company Address][City, State ZIP Code]Dear [Managers Name],I am writing to notify you of my resignation from my position as [Your Position] at [Company Name], effective [Effective Date]. As my contract/temporary assignment comes to an end, I believe it is the appropriate time to transition out of my role.I am grateful for the opportunity to work with the team and will ensure a thorough handover of my responsibilities.Thank you for the valuable experience.Sincerely,[Your Name]Template 10: Resignation for Retirement[Your Name][Your Address][City, State ZIP Code][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State ZIP Code]Dear [Managers Name],After much reflection, I have decided to retire from my position as [Your Position] at [Company Name], effective [Effective Date]. It has been a privilege to be a part of this organization, and I am thankful for the opportunities and experiences over the years.I am committed to ensuring a smooth transition during this period and am available to assist in any way needed.Thank you for your understanding and support.Sincerely,[Your Name]Template 11: Resignation for Pursuing Further Education[Your Name][Your Address][City, State ZIP Code][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State ZIP Code]Dear [Managers Name],I am writing to formally resign from my role as [Your Position] at [Company Name], effective [Effective Date]. I have decided to pursue further education to advance my skills and knowledge, and I believe this is the right step for my future.I appreciate the opportunities for learning and growth that the company has provided. I am willing to help with the transition to ensure a smooth handover of my duties.Thank you for your support.Sincerely,[Your Name]Template 12: Resignation for Entrepreneurial Pursuits[Your Name][Your Address][City, State ZIP Code][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State ZIP Code]Dear [Managers Name],I am writing to tender my resignation from my position as [Your Position] at [Company Name], effective [Effective Date]. I have decided to pursue entrepreneurial endeavors and believe this is the right time for me to focus on building my own business.I am truly grateful for the opportunities and experiences I have had here and will do my utmost to ensure a smooth transition of responsibilities.Thank you for your guidance and support.Sincerely,[Your Name]Template 13: Resignation with Appreciation for Mentorship[Your Name][Your Address][City, State ZIP Code][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State ZIP Code]Dear [Managers Name],I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Effective Date]. I want to extend my sincere thanks for the mentorship and support you have provided during my time here.Working under your guidance has been an invaluable experience, and I am committed to ensuring a seamless transition as I prepare for new challenges.Thank you for everything.Sincerely,[Your Name]Template 14: Resignation for a Change in Work Environment[Your Name][Your Address][City, State ZIP Code][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State ZIP Code]Dear [Managers Name],Please accept this letter as formal notice of my resignation from my role as [Your Position] at [Company Name], effective [Effective Date]. After careful consideration, I have decided to seek a work environment that aligns more closely with my current professional and personal needs.I am thankful for the opportunities and experiences I have enjoyed here and will do everything possible to ensure a smooth transition.Thank you for your understanding.Sincerely,[Your Name]Template 15: Resignation for Internal Transfer to Another Department[Your Name][Your Address][City, State ZIP Code][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State ZIP Code]Dear [Managers Name],I am writing to inform you of my decision to resign from my current role as [Your Position] at [Company Name], effective [Effective Date]. I have accepted an internal transfer to the [New Department], which I believe aligns better with my career goals and skill set.I appreciate the support and opportunities provided during my tenure and am committed to ensuring a smooth transition. Please let me know how I can help facilitate this change.Thank you for your understanding and support.Sincerely,[Your Name] Leave a lasting impression! Use a touching farewell letter to colleagues template. Bid adieu with warmth and gratitude. Craft a heartfelt farewell with our "Goodbye Email to Coworkers After Resignation" template. Easy, professional, and personal. Resigning to pursue career growth is a positive and empowering step toward your professional future. These 17 resignation letter samples will help you leave on Resigning from an assistant professor position is a significant career move that requires clear, professional communication. These detailed resignation letter samples will help you depart Resigning as a mental health therapist requires professionalism and compassion to ensure a smooth transition for your clients and colleagues. These detailed resignation letter samples Resigning from a warehouse position should always be handled with professionalism and respect. A well-written resignation letter formally notifies your employer of your decision. This[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP] Dear [Managers Name],I am writing to formally notify you of my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter]. I appreciate the opportunities for professional and personal development that have been provided during my time here.Please let me know how I can assist during the transition period. I will ensure a smooth handover of my responsibilities.Thank you for your support and understanding.Sincerely,[Your Name]2. Resignation Emphasizing Professional Growth[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. I have greatly valued the experience and growth I have achieved here and have learned a lot under your leadership.I am committed to making the transition as smooth as possible. Please inform me how I can best help with the handover of my responsibilities.Thank you for the opportunity to be a part of this team.Best regards,[Your Name]3. Resignation Letter with Gratitude[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to tender my resignation from my position as [Your Position] at [Company Name], with my final day being [Last Working Day]. I am deeply grateful for the opportunities and mentorship I have received during my time at the company.I will do everything possible to ensure a seamless transition. Please advise me on the steps I can take to facilitate this process.Thank you once again for your guidance and support.Sincerely,[Your Name]4. Short Notice Resignation Letter[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],Please accept this letter as formal notice of my resignation from my role as [Your Position] at [Company Name], effective [Last Working Day]. I understand that this notice period is shorter than usual, and I am prepared to assist in every possible way to ease the transition.Thank you for your understanding and support during my time with the company.Warm regards,[Your Name]5. Resignation with Transition Assistance Offer[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. I am committed to ensuring a smooth transition and am happy to help train a replacement or document my current projects.Thank you for the support and opportunities provided during my tenure.Sincerely,[Your Name]6. Resignation Focusing on Career Change[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to announce my resignation from my role as [Your Position] at [Company Name], effective [Last Working Day]. After much consideration, I have decided to pursue a new career path that aligns with my long-term goals.I appreciate the professional opportunities and support provided during my time here and am committed to assisting with the transition.Thank you for your understanding.Best regards,[Your Name]7. Resignation with Appreciation for Opportunities[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. I have greatly appreciated the chance to work with an exceptional team and develop my skills during my tenure here.I am ready to support the transition process to ensure minimal disruption to our projects.Thank you for the opportunity.Sincerely,[Your Name]8. Resignation Due to Personal Reasons[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],It is with a heavy heart that I submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day]. Due to personal circumstances, I need to step away and focus on these matters.I will do my best to ensure a smooth transition over the coming weeks. Thank you for your support and understanding.Sincerely,[Your Name]9. Resignation Highlighting Future Prospects[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to resign from my role as [Your Position] at [Company Name], with my last day of work being [Last Working Day]. I have accepted a new opportunity that aligns with my future career aspirations.I appreciate the experience and professional development opportunities I have enjoyed here. I am eager to assist with the transition.Thank you for your understanding.Warm regards,[Your Name]10. Resignation Emphasizing Team Impact[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day]. Working with such a dedicated team has been a highly rewarding experience, and this decision was not made lightly.I will do everything necessary to ensure a seamless handover of my duties.Thank you for your continued support.Sincerely,[Your Name]11. Resignation Letter with a Note of Regret[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],Please accept this letter as my formal resignation from the position of [Your Position] at [Company Name], effective [Last Working Day]. I regret having to leave such a positive work environment but believe it is time for me to move on to new challenges.I am ready to assist with the transition process in any way possible.Thank you for your understanding and guidance.Sincerely,[Your Name]12. Resignation with Reference to Professional Development[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day]. The time I have spent here has been invaluable for my professional growth, and I am grateful for the mentorship and experience.I am committed to ensuring a smooth transition during my remaining time.Thank you for everything.Sincerely,[Your Name]13. Resignation Expressing Mutual Respect[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to tender my resignation from [Company Name] as [Your Position], effective [Last Working Day]. I have deeply respected and valued the opportunities provided and the professional relationships built here.I am prepared to help ensure a smooth transition and will assist in any way necessary.Thank you for your support and collaboration.Sincerely,[Your Name]14. Resignation with a Focus on New Challenges[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to formally resign from my role as [Your Position] at [Company Name], with my final working day being [Last Working Day]. I have decided to embrace new challenges and further develop my career in a different environment.I appreciate the support and opportunities provided during my tenure, and I am dedicated to facilitating a smooth transition.Thank you for your understanding.Sincerely,[Your Name]15. Resignation with a Personal Touch[Your Name][Your Address][City, State, ZIP][Email Address][Phone Number][Date][Managers Name][Company Name][Company Address][City, State, ZIP]Dear [Managers Name],I am writing to inform you of my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day]. This was not an easy decision to make, as I have truly enjoyed being a part of this team. However, I believe this is the right step for my personal and professional growth.I am happy to assist in any way to ensure a seamless transition.Thank you for all the support and encouragement during my time here.Warm regards,[Your Name] A professional resignation letter is a formal document used to communicate your intention to terminate your employment contract.It should be brief, well-written and clearly states your intention to resign and last day of work. Your resignation letter should also be professional and polite, as it serves as an opportunity for you to express your appreciation to your boss and company. If you're planning to quit your job here is the compilation of the best resignation letter samples to help you easily draft your professional resignation letter.Each example of a resignation letter has been formatted according to a specific reason for leaving. You can either deliver the printed letter in person, or email resignation letters are also acceptable.1. short and simple resignation letter sampleThis is a simple and short resignation letter template that you can use and leave the organisation on a positive note. It's a straightforward letter which states the basic yet the most critical details needed in a resignation letter. Dear [Manager's Name],I would like to inform you that I am tendering my resignation from my role as [current job title] at [company name]. My last day will be on [dd/mm/yy], [two-weeks / a month] from today.If I can be of any assistance in this transition period, please let me know. I wish you and everyone at [company name] all the best.Sincerely,Your signatureYour name This template will help you write an effective notice of resignation to leave your role. This official letter can be used by anyone to formally notify their employer of their intention to resign from their current position and last day, while sharing some positive words about the experience. Dear [Managers name],Please accept this letter as a formal notice of resignation from my role of [current job title] at [company name]. My last working day with the company will be on [dd/mm/yy].Im truly grateful for the opportunities the company has given me. I truly appreciate all the skills and knowledge that I have learned during this time, which will serve me well in the future. Being a part of such a great team has been an amazing experience.During my notice period, I will do my best to make the transition smooth and will ensure that all details and information remain available to the person taking my position.I wish the business success in the future and intend to keep in touch.Sincerely,Your signatureYour name You can use this template when you are resigning from a job because of personal or family reasons without giving any specific cause. This template also allows you to share some kind words with the people you enjoyed your time with, and will likely continue to remain as friends even after youve submitted your notice of resignation. Dear [Managers name],It is with reluctance that I'm writing to inform you of my decision to tender my resignation from [company name] as [current job title]. My last day of work will be [two-weeks / a month] from today, on [dd/mm/yy].I cannot thank you enough for all the help and support you have given me during my time with the company. I appreciate all the valuable experience and the moments shared with my colleagues and bosses.During my notice period, Ill do everything possible to ensure a smooth wrap up of my current duties and hand over my existing projects to my team members. Please let me know if theres anything else I can do to ensure a smooth transition.I hope that I can reach out to you for a reference in the future when I return to work. I look forward to seeing you again outside of the office as friends.Sincerely,Your signatureYour name Leaving your job for a better opportunity? You dont have to feel guilty about it in your resignation letter, because everyone should feel happy that you are chasing your dream.Here is a resignation letter template sample stating that you are leaving your current job because of a new job opportunity with another company that better matches your career goals. Dear [Managers name],I am writing to inform you that I will be leaving my current role as [job title] at [company name] in [two -weeks / a month]. After a thoughtful consideration, Ive decided to resign from my position at [company name] to pursue my career goals with another firm.According to my employment contract, my last working day after clearing my balance annual leave days will be [dd/mm/yy].Im grateful for the opportunities and experiences the company has given me throughout the years. I truly appreciate all the valuable skills that Ive acquired during my time at [company name], all of which I will take with me throughout my career.Please let me know how I can help make this transition easier. I wish the business success in the future.Sincerely,Your signatureYour name After spending some time working in the role, you might realise that this is not how you envision or want your career future to be. You have decided that its time for you to pursue your passion in another career path, which may require you to return to school or restart your career in an area that youre more interested in.If thats the case, use this resignation letter template to let your bosses know your true intention of leaving the company. Dear [Managers name],Please accept this as an official notice of my resignation. I am writing to inform you that I am ending my employment as [current job title] at [company name]. My last day in the company will take effect on [dd/mm/yy], after serving my notice period.I have decided to take a step to embark on a new path in my career that Im passionate about.I appreciate all the opportunities the company has provided me for these past years. I believe that the skills I have acquired will be of great value to me in the future. I will do my best to ensure a smooth transition process and make all details, information and current projects available to the person taking over my role after I leave.I wish the company success in the future.Sincerely,Your signatureYour name According to your employment contract, you may be required to take garden leave if you are joining a direct competitor. While this period is usually enforced to protect your current employer from any information loss, its also a good time for you to take a proper break.Heres a resignation letter template for those who need to take garden leave. Dear [Managers name],I regret to inform you that I'm tendering my resignation from [company] as [current job title].My final working day will be effective tomorrow as I will be joining a direct competitor and will be put on garden leave immediately as stated in my employment contract and following our conversation earlier.It's been an incredible experience to be a part of such a wonderful team. I am also thankful for your trust in me over the years, which has shaped me to become a better employee and person.Ill be liaising directly with IT to return any company-owned devices and HR to complete my exit interview and to return the staff pass.Thank you and all the best to you and the company.Sincerely,Your signatureYour name This resignation letter example can be useful if you find that the company culture is no longer a good fit for you or want to quit your job because you are unhappy and dissatisfied. This can be due to a variety of reasons, such as a stressful work environment, toxic co-workers or work culture, unhappy management, or unfair treatment.Even though you may want to include every single detail in your resignation letter, we advise against it. No matter what you feel towards your colleagues or bosses, know that you are already resigning for your own good. By resigning, you have already taken the first step to put yourself first.Heres a neutral tone template that you can use if youre leaving your employer to find somewhere with a better culture and boss fit. Dear [Managers name],I'm formally tendering my resignation as [current job title] at [company name]. I would like to start my [two-weeks / one month] notice process today. My last working day with the company will be on [dd/mm/yy].Over the years, I have realised that my expectations of my job and employer have changed and would like to seek one that is more aligned with my current intentions.I'm grateful for the opportunities the company has provided me over the years. It's been an incredible experience to be a part of such a wonderful team, and I truly value all the valuable skills I've gained.During my notice period, I will do my best to make the transition smooth and will ensure that all details and information remain available to the person taking my position. Please let me know if there are any specific areas you'd like me to focus on during my notice period.Sincerely,Your signatureYour name Retiring soon? Congratulations! Retirement is always good news for everyone, especially you. After decades of hard work, you can finally have time to enjoy your life, pick up new hobbies, travel the world, or simply just have a restful life ahead of you.Here is a resignation letter template you can use to announce your retirement. Dear [Managers name],I am writing to inform you that I intend to retire from my position as [current job title] at [company name]. My last day of employment will be on [dd/mm/yy].I have enjoyed what I consider to be a productive and rewarding career at [company name] for nearly [duration of employment]. However, I am now looking forward to my retirement and starting a new chapter in my life.I am grateful for all the wonderful experiences I have had with the company, from new hires to current leadership positions. I've learned a lot about myself and the world around me through my time here where I have also built a trusting network.I will do everything I can to ensure a smooth transition for our department and the talented people who work there. Please let me know if there is any help I can do in the exit process.Sincerely,Your signatureYour name When it comes to preparing a resignation letter, most people search online for a quick and easy template that they can copy and adapt to their situation. However, more people are turning to AI generators to create a template based on their unique situation in just a few seconds. These AI resignation letters help save time just by using a few prompts.If you are using AI to write your resignation letter, remember to include these in your prompts:Basic information like your position, company name and last working date.Include a statement about how youve enjoyed your time in the company, or how your work has contributed to your professional growth.Determine the tone that you want, whether it is professional, respectful and concise.Ensure that it avoids negative comments about the workplace.Include an offer to help with the transition process.Even after the AI generator has given you a resignation template based on your prompts, it is still important to check for missing information that is important and edit it so that it sounds like you. The last thing a manager wants to receive is a fully AI-generated resignation letter with missing information and sounds unemotive.They may feel that you do not care enough about them to spend just a few more minutes to check before sending it to them. If it matters a lot to them, they may feel unmotivated to write you a reference letter in the future. Besides the resignation letter templates and basic AI prompts that weve shared with you in this article, you should also note that there is some information that you should not include in your notice of resignation. Here are some of them.oversharing unnecessary informationSome people may want to substantiate their reasons for leaving, which may lead to an accidental case of oversharing. All you need to let them know is your intention to leave the company.negative comments about your colleagues or bossesNo matter how much you dislike your colleagues or bosses, avoid any negative remarks about them in your reason for resignation. The letter should be about you and your intention to leave the company. When you write negative comments about them in the resignation letter, you could end up damaging your professional reputation instead.informal languageTo most people, the resignation letter is just a case of formality, and we all want to get it done quickly. However, being too casual in your resignation letter can undermine your professionalism.work with randstadIts always more assuring to quit after you have already secured a job or are in the middle of a few promising job interviews. If you have not yet started your job search, please get in touch with our specialist recruiters for better career prospects. Our talent recruitment consultants are always ready to guide you on your career choices and through the next steps in your career journey.Discover new career opportunities. Browse our latest job postings and apply for roles that fit your skills and specialisations.related articles Stuck writing a resignation letter? Here are 5 Free Templates to Nail Your Exit! Considering a new opportunity? Our guide equips you with everything you need to write a professional resignation email and leave your current job on a positive note. We offer 5 Resignation Letter Templates for various situations, ensuring an elegant and professional departure. Interview Tip, Resignation Letter Dear [Recipients Name], I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Date of Last Day of Work]. I have thoroughly enjoyed my time here and appreciate the opportunities for growth and development that I have been given. I am committed to ensuring a smooth transition during my notice period and am willing to assist in any way to help with the transition process. Thank you for the support and guidance you have provided me during my tenure. I wish the company continued success in the future. Sincerely, [Your Name] recruitment agency Dear [Recipients Name], Please accept this letter as formal notification of my resignation from my position as [Your Position] at [Company Name], effective immediately. I have appreciated the opportunities for growth and development that I have been given during my time here. However, due to personal reasons, I find it necessary to resign from my position without providing a notice period. I will ensure that all current projects are completed or handed over as smoothly as possible before my departure. Thank you for your understanding. Sincerely, [Your Name] recruitment agency singapore Dear [Recipients Name], I am writing to announce my resignation from [Company Name] as [Your Position], effective [Date of Last Day of Work]. It has been an honor to work with such a talented team and to contribute to the success of the company. I want to express my sincere gratitude for the opportunities for growth and development that I have been provided during my time here. I have learned a great deal, both personally and professionally, and will always value the experiences I have had. I am committed to ensuring a smooth transition during my notice period and am available to assist in any way possible. Thank you once again for the support and guidance. Sincerely, [Your Name] recruitment agency singapore Dear [Recipients Name], After much consideration, I have made the difficult decision to resign from my position as [Your Position] at [Company Name], effective [Date of Last Day of Work]. I have recently been presented with an opportunity that aligns more closely with my long-term career goals and aspirations. I am grateful for the experiences and opportunities for growth that I have had during my time at [Company Name]. I have thoroughly enjoyed working with my colleagues and contributing to the success of the team. I am committed to ensuring a smooth transition during my notice period and will do everything possible to assist in finding and training my replacement. Thank you for your understanding and support. Sincerely, [Your Name] recruitment agency singapore Dear [Recipients Name], I am writing to inform you of my resignation from my position as [Your Position] at [Company Name], effective [Date of Last Day of Work]. My family and I have made the difficult decision to relocate to [New Location], and as a result, I will no longer be able to continue in my current role. I am grateful for the opportunities for growth and development that I have been provided during my time at [Company Name]. I have enjoyed working with my colleagues and contributing to the success of the team. I am committed to ensuring a smooth transition during my notice period and will do everything possible to assist in finding and training my replacement remotely if necessary. Thank you for your understanding and support. Sincerely, [Your Name] recruitment agency singapore recruitment agency singapore Leaving a job doesnt have to be stressful. By taking the time to craft a professional and courteous resignation letter, you can ensure a smooth transition and maintain positive relationships with your former employer. Use our free resignation letter templates today, personalize them for your situation, and confidently step into your next exciting career opportunity!

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