

1. Professional Resignation Letter

Subject: Formal Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position as **[Job Title]** at **[Company Name]**, effective **[Last Working Day]**.

I would like to express my sincere gratitude for the opportunities, support, and professional development I have received during my time with the company. Working here has been a valuable experience, and I have learned a great deal from both management and colleagues.

During my notice period, I will do everything possible to ensure a smooth transition of my responsibilities and assist wherever required.

Thank you once again for your guidance and support. I wish the company continued success in the future.

Yours sincerely,

[Your Name]

2. Short Resignation Letter

Subject: Notice of Resignation

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my position as **[Job Title]** at **[Company Name]**. My final working day will be **[Date]**.

I appreciate the opportunities and experience gained during my employment and thank you for your support.

Kind regards,

[Your Name]

3. Detailed Professional Resignation Letter

Subject: Formal Resignation from Employment

Dear [Manager's Name],

After careful consideration, I have decided to resign from my role as [Job Title] with [Company Name]. My final day of employment will be [Date].

This decision was not easy, as I have genuinely enjoyed being part of such a supportive and professional team. Throughout my employment, I have developed valuable skills, gained meaningful experience, and had the opportunity to work alongside exceptional colleagues.

I am deeply grateful for the trust and confidence placed in me. The support provided by management has played a significant role in my professional growth.

I remain committed to ensuring a smooth handover process and will assist in transitioning my duties before my departure.

Thank you for everything. I wish the company continued success and growth in the years ahead.

Yours faithfully,

[Your Name]

4. Resignation Letter for Better Career Opportunity

Subject: Resignation Notice

Dear [Manager's Name],

I am writing to formally resign from my position as [Job Title] at [Company Name], effective [Date].

I have recently accepted a new opportunity that aligns with my long-term career goals and professional aspirations. While I am excited about this new chapter, leaving this organisation is not an easy decision.

I appreciate the opportunities, support, and mentorship I have received during my time here. The experiences gained will undoubtedly benefit me throughout my career.

Thank you for your understanding and encouragement.

Sincerely,

[Your Name]

5. Friendly and Appreciative Resignation Letter

Subject: Resignation Letter

Dear [Manager's Name],

I would like to formally submit my resignation from my role as **[Job Title]** with **[Company Name]**. My last working day will be **[Date]**.

Working with this organisation has been one of the most rewarding experiences of my professional life. I have enjoyed collaborating with talented colleagues and contributing to meaningful projects.

I sincerely appreciate the support and friendship I have received throughout my employment. Thank you for making my experience here both productive and enjoyable.

I wish everyone at the company the very best for the future.

Warm regards,

[Your Name]

6. Immediate Resignation Letter

Subject: Immediate Resignation

Dear [Manager's Name],

I am writing to inform you of my decision to resign from my position as **[Job Title]** at **[Company Name]**, effective immediately.

Due to unforeseen personal circumstances, I am unable to continue my employment and must step down from my role. I apologise for any inconvenience this may cause and appreciate your understanding.

I am grateful for the opportunities and experiences I have gained during my time with the organisation.

Thank you for your support.

Kind regards,

[Your Name]

7. Resignation Letter with Gratitude

Subject: Formal Notice of Resignation

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from [Company Name], where I have proudly served as [Job Title].

My final working day will be [Date].

I would like to extend my heartfelt thanks for the opportunities, mentorship, and professional growth I have experienced during my tenure. The knowledge and skills I have acquired here have significantly contributed to my career development.

I will always look back on my time with the company with appreciation and respect.

Thank you once again, and I wish the organisation continued success.

Yours sincerely,

[Your Name]

8. Executive-Level Professional Resignation Letter

Subject: Formal Resignation

Dear [Manager's Name],

It is with mixed emotions that I submit my resignation from my position as **[Job Title]** at **[Company Name]**, effective **[Date]**.

Serving in this role has been both a privilege and a rewarding professional experience. Over the years, I have had the opportunity to work with exceptional professionals, contribute to important initiatives, and grow both personally and professionally.

I am sincerely grateful for the trust, support, and leadership opportunities that have been provided to me. The relationships and experiences developed during my time here will remain invaluable throughout my career.

To ensure a seamless transition, I am committed to completing all outstanding responsibilities and assisting in any necessary handover activities before my departure.

Thank you for your confidence in me and for the opportunity to be part of this outstanding organisation. I wish the company continued prosperity and success in all future endeavours.

Yours faithfully,

[Your Name]

[Position]

[Contact Information]