

Sample HR Manager Resignation Letter:

To,

Bill James

CEO

PQR Corporation

500 North Avenue,

New York

NY 100 33

Date: 10th October 20XX

Subject: HR manager resignation letter

Dear Mr. James,

This letter is to officially notify you that I am resigning from the post of HR manager from PQR Corporation, effective one month from now. 10th November 2014 will be my last day of work here.

As you are aware, my employment here as HR manager, for the past four years was mutually beneficial for me and PQR Corporation. It was a tremendous learning experience for me to work under pioneers like you as seniors. I would like to thank the company and you for all the opportunities and support provided during my tenure here.

In my next one month here, I promise my support in the smooth transition as well as training and assisting whoever fills in for me.

I wish you and the company all the very best for the future and I will miss working with you and my team mates. I can be contacted on 789789798 for any assistance of information.

Thank you once again for your considerate time.

Warm regards

Signature

Nick Wilson

HR Manager.