

Sample Resignation Letters Careers Sample

To

The HR Manager,

Starlite Industries Ltd.,

Noida

25th October

Dear Sir,

This letter is to inform with regret that I am submitting my resignation from the post of marketing manager with effect from 25th November, 2013. Please consider this letter as a one month notice.

I got an opportunity to work as the Head of the Marketing Department in a private company. I wanted to utilize this opportunity and hence I am submitting my resignation.

I had a wonderful time with all my colleagues during the past three years. They were very supportive and always helped me whenever there was a need. I grew professionally and personally in this company. The management is very cooperative and always encourages its employees to take up new challenges.

I wish good luck for all the employees and the management. Please accept my resignation and inform me if there are other formalities to be completed.

Thanking you,

Yours Sincerely,

Prithvi Sharma

Resignation Letters Careers Sample Template

To,

_____ (employee's name)

_____ (employee's address)

From:

_____ (Your name)

_____ (Your address)

Date _____ (date of writing letter)

Dear Mr. /Ms _____ (name of the concerned person),

I am submitting my resignation from the post of _____ (state the current position) in your company. Please consider this letter as one month notice and the last working day for me in this company would be _____ (mention the date).

I got an opportunity to work as _____ (Post) _____ (name of the company). I sincerely thank all my colleagues who supported and helped me whenever there was a need. My tenure here for the past _____ (duration) was a learning experience.

I hope I will be successful in facing new challenges in the new environment.

My best wishes are always with our company for all future endeavours.

Please accept my resignation and inform me if there are any other formalities to be completed.

Thanking you,

Yours Sincerely,

_____ (Your name)