

Example #1: Formal Resignation Letter Template (All purpose)

Dear Sir/Ma'am,

I would like to inform you that I am resigning from my position as (position name). My last working day in the company would be (date).

It has been a pleasant experience working with (company's name), for these (number of years). I take this opportunity to thank you and my colleagues for extending help and support during my stay here.

Please let me know how I can help you during the transition period. I have already started the process of completing all my open tasks. Would be glad to train my replacement and hand over my duties to them.

Yours Sincerely,

[Your Name]

Example #2: Resignation Letter Template for better career opportunity/career switch

Dear [Sir/Ma'am],

After careful evaluation, I am writing to inform you of my decision to resign from [Company Name] effective [Date, YYYY] to pursue a path that aligns more closely with my professional aspirations. My time here as the [Job Title] has been invaluable. I will be highly obliged to you if you relieve me before (date).

I am writing to express my sincere gratitude to mentors (names) for providing me with such an amazing work environment where I learned a lot and developed skills.

In order to maintain continuity during the transition of this position post-[Date, YYYY], I would be available to assist the team in every manner for the running of projects.

Sincerely,

[Your Name]

Example #3: Email Resignation Letter Template for relocation to new place

Dear Sir/Ma'am,

I would like to formally notify you that I am resigning from my position as (position name) because I am relocating to Jaipur. My last working day in the company would be (date).

It has been a pleasant experience working with (company's name), for these (number of years). I take this opportunity to thank you and my colleagues for extending help and support during my stay here.

Please let me know how I can help you ensuring a smooth transition period. I have already started the process of completing all my open tasks. Would be glad to train my replacement and hand over my duties to them.

Yours Sincerely,

(name)

Example #4: Resignation Letter Template for going for higher studies

Dear [Manager's Name],

Please accept this letter as formal notification that I am resigning from my position as [your job title] at [Company Name], effective [two weeks from date].

I have immensely enjoyed and valued my time working at [Company Name]. I am grateful for the opportunities I've had here to grow professionally and work alongside such talented colleagues. However, I have decided to resign from my role in order to pursue further education.

After careful consideration, I have been accepted to [name of school or program] to earn my [degree/certification]. This has been a goal of mine for some time, and I feel now is the right opportunity to devote my full efforts towards my studies.

I want to thank you for your leadership and support during my employment at [Company Name]. It has been a pleasure working with and learning from you. I am proud of what we've accomplished as a team and all that I've gained from my experience here.

Please let me know if I can be of any assistance during this transition period. I am committed to wrapping up my work and responsibilities before my final day of [two weeks from date].

Sincerely,

Example #5: Resignation Letter Template for an early release (Reduced Notice Period)

Dear [Sir/Ma'am],

I hope this letter finds you well. I am writing to request an early release from my position as [Your Position] at [Company Name]. According to my employment terms, the standard notice period is [Standard Notice Period], but due to unforeseen personal circumstances, I kindly request that my last working day be [Last Working Day], [Reduced Notice Period] weeks earlier than the standard notice period.

I understand the importance of maintaining a smooth transition for my team and the company, and I am committed to doing my utmost to ensure a seamless handover during this shortened notice period. I will diligently complete my remaining tasks and am prepared to assist in training or transferring my responsibilities to a suitable colleague.

Please let me know if there are any specific procedures I should follow to facilitate this transition. I am more than willing to collaborate closely with my colleagues and supervisors to make the process as smooth as possible.

Sincerely

[Your Name]