

[Day, Month, Year]

[Supervisor Name]

[Supervisor Position]

[Employer - Business Name]

[Address Line 1]

[Address Line 2]

[City], [State] - [PIN Code]

Dear [Mr/Ms]. [Supervisor Name],

I am writing to tender my resignation from my position of [Position Held] with effect from [Resignation Date Requested].

[Reason for Resignation – You can copy and paste one of the reasons from below].

Therefore, I would be grateful if you could confirm receipt of my notification and of my leaving date.

If there is anything I can do to ensure a smooth transition period then please let me know.

May I take this opportunity to thank you and the [Employer - Business Name] for the support and opportunities I have received during the course of my employment. I wish you, your team and [Employer - Business Name] nothing but success for the future.

Yours sincerely,

[Resignee Name]

[Address Line 1]

[Address Line 2]

[City], [State] - [PIN Code]

COPY & PASTABLE REASONS FOR RESIGNATION

DO NOT PRINT

Better Prospects

This has been a very difficult decision to make as I have been very happy throughout my employment with [Employer - Business Name], but I have been offered an opportunity that I feel will assist me with my long-term career progression.

Career Progression

I have truly appreciated your guidance and friendship during my employment, however I feel that it is time for me to move on in my career.

Relocation

I have truly appreciated your guidance and friendship during my employment, however as I am relocating in the near future, I am unable to continue my employment.

Health Reason

I have recently had my regular check up with my doctor and unfortunately, some issues regarding my health arose.

Family Issues

Unfortunately, family circumstances at the time require my full attention, and I have important issues to take care of, which leaves me no time to fulfill my employment duties.

Personal Reasons

Although I have enjoyed working with you, personal reasons necessitate that I vacate my position and focus on a more pressing aspects in my life at the moment.