



A free Internet download to help you choose the right resignation letter style for you to send by email or post.

There are different examples to choose from and they can be customised for your own use.

Resignation Letter – With Notice (simply amend the dates depending upon your own circumstance, two weeks or 3 months from end of quarter for example).

Resignation Letter: Notice Period + Holiday

Addressed To:

Mr A Schmid
Head of R&D
XYZ M2M Chipset Ag
Walterstrasse 147
Big City
8008 Zürich

(Date)

Dear Mr Schmid,

Please accept this letter as notice that I wish to resign from my position as Application Engineer at XYZ M2M Chipset Ag, with effect from the date stated above.

It is my understanding that my contract of employment requires me to give three months' notice of my intentions, and so my leaving date will be (insert date).

I understand that it will be difficult for me to take all of my outstanding leave during my notice period because of other team member holidays.

I am willing to come to an arrangement to support you during my departure time should this be easier. If this is not possible, could you please arrange for my final pay to be paid as usual, along with any untaken leave entitlement.

In the time that I have been employed here, I have enjoyed working at the company and feel that I have learned a lot that I can take with me.

I would like to take this opportunity to thank you for that and I wish you every success in the future.

If you wish to contact me regarding anything in this letter, do not hesitate to do so.

Yours sincerely

Ivor Newjob

Resignation Letter – With Notice which you can customise if you know your manager well and would like to thank him personally for his support.

Resignation Letter: Notice Period + Holiday + Personal

Addressed To:

Mr S Toryteller
Head of Human Resources
XYZ M2M Chipset Ag
Walterstrasse 147
Big City
8008 Zürich

(Date)

Dear Silvino,

After careful consideration, I have decided to give you formal notice of my resignation from the post of HR Business Partner from today's date.

I understand that I have to give four weeks' notice of my leave date in line with my contract of employment so my last date of work will be (date) subject to your confirmation and our discussion regarding outstanding annual leave.

I would be keen to work with to show other staff the current recruitment projects and status to ensure there is a smooth handover prior to my departure.

I would like to thank you for giving me my first post within HR and for all of your guidance and support during my employment.

I have been offered and have accepted a post with extra responsibilities elsewhere and feel that now would be a good time to develop my skills further.

May I take this opportunity to wish you and the rest of the HR team the very best for the future.

If you wish to contact me regarding anything in this letter, do not hesitate to do so.

Yours sincerely

Knot Herenow
HR Business Partner – Sales



Email is sometimes the only route you can resign by when your manager or you are travelling and the month or quarter end date is close.

Sending an email can help your manager avoid any shocks and to plan your last working days at the company. Remember to add a delivery and read receipt to the document if your manager is travelling or away from the office.

Email Notice To Resign:

Subject: Notice and confirmation of intention of resignation

Dear Mr Ribbersnitch,

I am emailing you today (date) to inform you of my intention to resign from my position as Global Supply Chain Manager, commencing my notice period on Monday the 2nd.

Whilst I have enjoyed my time spent working with you and your team, the time has come for me to pursue something different, and to this end, I am relocating from Switzerland to a company back in France.

The terms of my contract require that I give you ten weeks' notice of my intentions to resign. The date on which I believe my employment to terminate will be (insert date) and my last working day will be (insert date) subject to any adjustments made by outstanding annual leave.

I wish to take this final opportunity to thank you for the help, support, and coaching over the years that I have received from you. All of which will stand me in good stead in my future working career.

I will send a formal letter of resignation to HR in accordance with company rules and should you require any additional information from me, do not hesitate to contact me.

Yours sincerely

Costa Lot
Manager Global SCM – Electronics

IMPORTANT

For more tips for your job search please visit www.Englishrecruiter.com or just sign up for our monthly candidate newsletter