



SAMPLE COPY OF A RESIGNATION LETTER

Please be advised, this is merely a sample to provide assistance during your resignation. On resigning, you should always hand your direct report a written resignation letter, dated the day of resignation and indicating your last working day as per your notice period in your employment contract.

Name of direct report

Company

Address

Date (day of resignation)

Dear (insert name of direct report),

This serves to confirm I am tendering my resignation effective today, (insert date). As per my employment contract, I will be serving a (insert notice period eg. 30 days, one calendar month) notice period. My last working day will be (insert date).

Many thanks for the opportunity to work for (insert company name). During my time with the company I have grown and enjoyed career challenges. Working for (insert name of company) has afforded me the opportunity to leverage my experience and now take my career to the next level.

I look forward to remaining in touch and trust I will be able to get in contact with you in the event I require a work reference in the future.

Yours sincerely

Name

“WE HAVE RECRUITMENT SOLUTIONS FOR WORKPLACE CHALLENGES.”