

Formal Job Resignation Email / Letter from Executive Post

Free Sample Template

About this Sample: This Email / letter is written in a situation where a person who is working on an Executive – Customer Service position decided to resigns from the company as he / she got a new job offer. He / She writes this email / letter to his/her Boss / Manager and tender his / her resignation and also requesting to be relieved from his / her services after serving the notice period for 3 months. This email / letter writing language should be very polite, humble and thanks giving as well. Please treat as sample template as example only.

Format For Formal Resignation Letter You can use a Plain Paper	Format For Formal Resignation Email Use personal or official email ID & Compose a New email message
From Name Person who is Resigning Address, Email ID, Contact Number. To; Mr / Ms. Manager Name Company Name & Address City State, Pincode	Receiver's Official Email Address : Email Subject : Resignation

Date: _____

Sub: Resignation from the position of Executive – Customer Service

Dear Sir / Madam,

Refer to my appointment for the aforementioned position.

I have decided to resign from my current job position from the company (use company name) by end of month i.e. (mention the correct last date of working). This all happened very quick as I got a new job offer and I will join there in the coming month.

Further, as per my appointment letter, I have to serve the notice period for three months therefore, I am informing you and my last take of working will cover my notice period. I will hand over all my work and responsibilities to my colleague (name of the colleague) and would request to please settle all my dues and relieve me from my duties by the mentioned date.

I am pleased to mention here that I have gained a valuable experience and knowledge while working under you in this company. The guidance and support which I had, really accorded me in the right path of my career and for this, I would like to extend my gratitude of being a part of your team.

Yours

Sincerely,

Signature

Name of the Employee & Designation