

Formal Job Resignation Email / Letter

About this Sample: This template is about a situation where a person working on a manager position decided to resign from the company due to some personal family reasons. He / She writes to his / her Boss and tender his / her resignation and making a request to get all the accounts to be settled and to be relieved from his / her services after serving the notice period of one month. Not for forget, that the language used in this kind of email / letter should be very soft and polite. Important to be thankful throughout for the learning experience and the togetherness shown during the period of working in the organization. This below sample is designed in Email format and Letter format, rest of content of will remain same for both the condition. Please use this as example only.

Format For 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. Name & Designation (Reporting Manager) Company Name & Address City State, Pin code	Receiver's Official Email Address : Email Subject : Resignation

Date: _____

Sub: Resigning from the post of Manager- Operations

I _____ (name of the employee) was working in this organization (name) from last two years as Manager - Operations. Due to my personal problems and piled up family issues, I will not be able to continue my job. Therefore, I am resigning and would serve the notice period of one month starting from the date of my resignation. I request you to please issue the necessary instruction to the concerned department for settlement of my dues and accounts

Further, I would like to thank all the people and management for the opportunities provided to me and experience I had during my stay with this organization. I appreciate the support and concern given to me during my tenure.

Yours Sincerely,

Name & Signature (in case of Letter)
Name of the Employee (in case of Email)