

Resignation Letter Email Sample letter for Manager – Quality Assurance Example Template Format

About this Sample: Here an employee decided to resign from the post of Manager – Quality Assurance. He/she writes this letter to his/her HR Manager to inform and tender resignation and requesting Management to settle all his / her dues during serving my notice period and be relieved from the services of the company. The employee is tendering his/her gratitude towards his/her seniors and thanks the employer for the knowledge and experience gained. This Sample Letter should be treated as Example only.

Use personal or official email ID & Compose a New email message

Manager / Receiver's Official Email Address :
Email Subject
: Resignation

Date : _____

To,

The HR Manager,

Company Name_____

Address:_____

City & State:_____

Pincode_____

Dear Sir/Mam,

I am writing this letter to inform you that I am resigning from the post as **Manager – Quality Assurance** and my last day in this company would be 27th Dec 2019 and consider this period for serving my notice period for a month.

It was great time which I spent with this Company. Thank you very much for your precious guidance and co-operation. I have gained a lot of experience working here and I am sure this will be helpful for my whole career.

Finally, I would like to tender my special thanks to Mr. (mention the name of immediate Boss Name or Reporting Manager) for trusting in my capabilities and always guided and encouraged me to achieve my goals and meet the business deadlines.

I would like to thank again for the opportunities provided to me and would request you to settle all my accounts and issue a relieving letter on or before 27th December 2019

Thanks

and

Regards

Employee Name & Designation