

# Resignation Letter For Manager

## Email Sample Download PDF & Word

Date: \_\_\_\_\_

To,

The HR Manager,

Company Name\_\_\_\_\_

Address:\_\_\_\_\_

City & State:\_\_\_\_\_

Pin code\_\_\_\_\_

Dear Sir/Madam,

With regret I would like to inform you about my resignation from my current role of Manager – Administration & General Affairs from (Mention Company Name) in order to pursue an opportunity outside.

This was not a very easy decision for me and after having deep thought over it for quite some time, now I decided that it would probably be a good move for me to pursue for my career growth.

It has really been a rewarding experience for me with (mention Company Name) from various perspectives and I have thoroughly enjoyed my stint in this organization. I will put my best possible effort to extend all the help and assistance for a smooth hand over.

I would like to put my last working day as 18th September and would request you to please relieve me from my duties by 18th Sep'2020 and clearing my accounts accordingly please.

Thanks and Regards,

**(Employee Name & Designation)**

**Employee ID**

**Contact Details**