

Resignation Letter Sample Format

From the Post of Sales Manager

Example Template

Date : _____

To

The Manager (Reporting Manager Title)

Company Name_____

Address:_____

City & State:_____

Dear Sir,

I would like to inform you with a very heavy heart that I am resigning from my current job and my last date of working will be September 25th 2017 with this organization.

Further, I would like to take this opportunity to highlight that making this decision has been difficult, as working experience with (mention your current company name) has been a learning Journey and I will always be very pleased and grateful about this. I have gained lot of new knowledge and added useful experience which will surely be helpful growing further in my entire career ahead. I thoroughly enjoyed working with seniors and my colleague here.

Finally, I would like to tender my special thanks to Mr. (mention your immediate Boss Name) for trusting in my capabilities and always guiding and encouraging me to achieve my goals and meet the business deadlines.

Please consider this one month time as my notice period and help me to complete all the relieving formalities during this period and also settle my accounts so that I can be relieved by 25th September 2017

I wish (highlight your company name) every success in future and thanks once again for the opportunities provided to me.

Thanks

and

Regards

Name & Designation

Company Name