**Resignation Letter Template**

Say it straight and get it over with. You don’t need to add in euphemism or try to sugar coat the beginning. Just say it the way it is. Tell them why you’re resigning and from when it’ll be effective. You might have told your boss the reason, and that’s fine, you don’t have to restate your reasons here.

Dear [Recipient’s Name],

Kindly acknowledge this letter as a notification of my resignation from my current position of [position] in [Company’s Title]. The last day of my work here as an employee will be [write the date. It’s generally, two weeks after the day you give the notice of your resignation]*.*

Acknowledgement

Thanking your employers for the support and opportunities they’ve provided you with, is never a bad idea. We should always learn to acknowledge the things that deserve appreciation, so go ahead and mention a few lines of the things you’ve learned and loved about the company. Even if you’re leaving and you’re overjoyed, remember, these people might help you out in the reference department, sometime in the future. Plus, leaving the company with a good impression won’t do you any harm.

Just go like: I am extremely thankful for all the support and opportunities I’ve been provided with. My time here has been valuable and I’ve enjoyed working as a (state your job or job experience). My experience here has taught me (mention something you’ve learned), something I know I’ll carry throughout my career.

Transition

Lastly, mention that you’re willing to cooperate with the transition of the workload to your substitute. At this part, it’s better to avoid unnecessary detail and only promise things that you know you can keep, or it may end up taking a toll on you. Just remember to ensure the company that you’ll work as a dedicated employee and finish your duties until the end, so that they know that there is no end, until ‘the end’.

In my last two weeks here, as an employee, I’ll make sure to do everything in my power to completely finalize the work I’ve been delegated with, and try to train the other members of the team accordingly. If there is something else, I can do to help with the transition, then I’ll be glad to offer my assistance.

I will be glad to stay in touch and I wish (state company’s name) to prosper forever.

Sincerely,

[Name]