

[Day, Month, Year]

[Supervisor Name]

[Supervisor Position]

[Employer - Business Name]

[Address Line 1]

[Address Line 2]

[City], [State] - [PIN Code]

Dear [Mr/Ms]. [Supervisor Name],

I am writing to tender my resignation from my position of [Position Held] with effect from [Resignation Date Requested].

[Reason for Resignation – You can copy and paste one of the reasons from below].

Therefore, I would be grateful if you could confirm receipt of my notification and of my leaving date.

If there is anything I can do to ensure a smooth transition period then please let me know. May I take this opportunity to thank you and the [Employer - Business Name] for the support and opportunities I have received during the course of my employment. I wish you, your team and [Employer - Business Name] nothing but success for the future.

Yours sincerely,

[Resignee Name]

[Address Line 1]

[Address Line 2]

[City], [State] - [PIN Code]

## COPY & PASTABLE REASONS FOR RESIGNATION

**DO NOT PRINT**

### **Better Prospects**

This has been a very difficult decision to make as I have been very happy throughout my employment with [Employer - Business Name], but I have been offered an opportunity that I feel will assist me with my long-term career progression.

### **Career Progression**

I have truly appreciated your guidance and friendship during my employment, however I feel that it is time for me to move on in my career.

### **Relocation**

I have truly appreciated your guidance and friendship during my employment, however as I am relocating in the near future, I am unable to continue my employment.

### **Health Reason**

I have recently had my regular check up with my doctor and unfortunately, some issues regarding my health arose.

### **Family Issues**

Unfortunately, family circumstances at the time require my full attention, and I have important issues to take care of, which leaves me no time to fulfill my employment duties.

### **Personal Reasons**

Although I have enjoyed working with you, personal reasons necessitate that I vacate my position and focus on a more pressing aspects in my life at the moment.