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Resignation Email Letter Format

Format-1 (Resignation letter for joining a new job)

Dear

(Name of the Manager)

I am writing this mail to formally inform you about my resignation from the position of (job title) with (company name). As per my notice period my last day of employment would be(last day).

I have been offered another job role that would allow me some more personal time and I thank you for all the opportunities you have provided me during my tenure.

In the coming days I am fully committed to provide all the necessary support to provide a smooth transition.

Yours faithfully

(Your name)



Format-2 (Resignation letter for a role that's not a good fit)

Dear
(Name of the manager)

I am writing to formally notify you of my resignation from the position as (job position). My last date with the company will be (date).

During my time at (company name) I realized that the scope of my role is not what I anticipated and I want to explore more opportunities.

Thank you for providing me with all the opportunities during my employment and I had learned a lot in (company name).

Please let me know if I can provide any help in smooth transition over the next (notice period time).

Sincerely
(Name of the employee)



Format-3 (Resignation letter giving advance notice)

Dear
(Name of the Manager)

I am writing to inform you of my decision to resign from the company on(date). I am aware that transitioning a new person will take appropriate time and I promise to provide as much notice period as possible.

I had learnt a lot during my tenure and everyone has helped me to grow professionally.

Please be free to ask any questions related to projects I am working on. I will be happy to help in any way with the transition process.

Sincerely
(Your Name)



Format-4 (Resignation for higher education purpose)

Dear
(Name of the Manager)

I am writing to inform you of my decision to resign from the (company name) on(date). I am aware that transitioning to a new person will take appropriate time but I have made the decision to continue my higher education.

I have learned a lot in the company and everyone has helped me to grow professionally.

I will try to serve as much notice period as possible. I will be happy to extend my support in a smooth transition process.

Yours sincerely
(Your name)