

**RESIGNATION LETTER  
EXAMPLE**

[Your name and address]

[Company name and address]

[Location/Town], [date]

**Subject: request for resignation**

Dear [name employer],

With this letter I would like to inform you that I want to leave [name company]. I hereby terminate the employment contract. Subject to the contractual notice period of [notice period], my contract will expire on [date].

[Possibly reason for resignation]

I will handle the current affairs as well as possible. If I can be of any assistance during this transition in order to hand over my work to my successor, please let me know.

I would like to thank you for the support and the development opportunities I have been given at [company name]. I wish you and [company] all the best for the future.

Sincerely,

[Your signature]

[Your typed name]