

Resignation Letter



Resignation letter आप तब लिखते हैं जब आप कंपनी से जाते हैं। Resignation देने के बहुत सारे कारण हो सकते हैं। जैसे- दूसरी job लगने पर, कही और salary ज्यादा अच्छी मिल रही हो, personal reasons की वजह से, कही और shift होने की वजह से etc. लिखते वक़्त ध्यान दे के ये rude ना लगे और उसमे किसी की बुराई ना हो।

Format of resignation letter

Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State Zip Code

Dear Mr./Ms. Last Name:



I would like to inform you that I am resigning from my position as Account Executive for the Smith Agency, effective August 1.

Thank you very much for the opportunities for professional and personal development that you have provided me during the last five years. I have enjoyed working for the agency and appreciate the support provided me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely

Name

Designation

Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as Marketing Supervisor for the Smith Company, effective October 1, 20XX.

Thank you for the support and the opportunities that you have provided me during the last two years. I have truly enjoyed my tenure with [insert Name of Company], and am more than grateful for the encouragement you have given me in pursuing my professional and personal growth objectives.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

Sincerely,

Name _____
Designation _____

Tips for Writing a Resignation Letter for a New Job



Speak to your boss first



Then write a resignation letter



State when you will leave



Keep your reasons brief



Stay positive and offer your help



Provide contact information

Tina Rodriguez
123 Main Street
Anytown, CA 12345
555-555-5555
tina.rodriguez@email.com

May 1, 2018

Derrick Lee
Manager
PQR
123 Business Rd.
Business City, NY 54321

Dear Mr Lee

I am writing to formally notify you of my resignation from my position at PQR. I was recently offered a new opportunity with a company headquartered very close to my home and have decided to take their offer.

Currently, I spend several hours a day commuting and this new opportunity will allow me more time with my family outside of work. My last day of employment with PQR will be May 31st.

My years at PQR have been some of the best of my life. I will miss my job and the incredible people I have had the pleasure of working with throughout the years.

I cannot thank you enough for all of the opportunities and experiences you have provided me during my time with the company.

I appreciate your support and understanding, and I wish you all the very best. Please let me know if I can be of any assistance during the last few weeks of my time here.

Sincerely
Tina Rodriguez

Subject: Resignation – Firstname Lastname

Dear Mr Michaels

Please accept this as my notice of resignation from ABC Company, effective March 23, 20XX. I have been offered a new job opportunity with XYZ Company which will allow me to gain further management experience.

Thank you for all the experience I have gained working for you at ABC. I learned a lot about the business in the four years I've been here, and I appreciate the advice and support you have given me.

Please let me know what I can do to make this a smooth transition for the entire department.

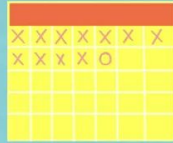
Sincerely

Firstname Lastname
firstnamelastname234@email.com
555-555-5555

Tips for Writing a Resignation Letter for Personal Reasons



Speak to your boss first
Before submitting the letter, speak to your boss in person.



Include the date of your last day
Try to give at least two weeks' notice



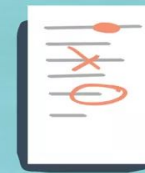
Ask Questions
Clarify any queries about benefits or vacation time payouts.



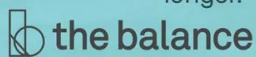
Offer your help
You might offer to train a new employee or to stay longer.



Stay positive
Be clear that you are resigning for personal reasons, not because of dissatisfaction with the job or organization.



Edit, edit, edit
Thoroughly proofread the letter before sending it.



Jennifer Lau
123 Main Street
Anytown, CA 12345
555-555-5555
jennifer.lau@email.com

August 1, 2018

Roger Lee
Sales Director
Atlantic Co.
123 Business Rd.
Business City, NY 54321

Dear Mr Lee

I am writing to inform you that I will be leaving Atlantic Co. in one month. Although I have so enjoyed working with you and working for the company, personal reasons necessitate that I

vacate my position and focus on improving my situation at home.

My final day will be July 1st. Despite having to leave, I deeply appreciate the opportunities you've provided me with during my time as an Online Sales Manager. I am very grateful for all of your assistance along the way.

I will do whatever necessary to ensure a smooth transition after I move on. I have several team members in mind who I believe would be strong candidates for promotion to my position, or I would be happy to assist with the process of finding an external replacement. Please do not hesitate to be in touch about what I can do to help.

Once again, thank you so much for the opportunity to be a part of Atlantic Co. I do hope that we can stay in touch as business colleagues, and I look forward to working with you again in the future should the opportunity present itself. Many thanks for your understanding.

Sincerely
Jennifer Lau



Email Subject Line: Resignation - Your Name



Dear Mr./Ms. Last Name

Please accept this message as notification that I am leaving my position with ABCD Company effective September 15.

I appreciate the opportunities I have been given at ABCD and your professional guidance and support. I wish you and the company the best success in the future.

Please let me know what to expect as far as my final work schedule, accrued vacation leave, and my employee benefits.

If I can be of assistance during this transition, please let me know. In the future, you can continue to get in touch with me through my non-work email, firstname.lastname@email.com, or my cell phone, 555-555-5555.

Sincerely
Your Name

Email Subject Line: Immediate Resignation - Your Name

Dear Mr./Ms. Last Name

Regretfully, I must submit my immediate resignation for personal reasons.

I have enjoyed my time at XYZ Corp and will miss working with you and our team. I'm proud of the work we've done. Thank you for your support and mentorship these past five years.

I know that my leaving so quickly will likely create some difficulties; please accept my sincere apologies and help in the transition. I'm happy to help screen replacement candidates and/or assist in training my replacement via video conferencing.

If you have any questions, please feel free to contact me at my personal email (email@email.com) or via phone at 555-555-5555.

Thank you again.

Sincerely
Your Name

BUSINESS LETTERS

Enquiries (goods payments), enquiries and their responses

Ram Departmental Store
Sadar Bazar
Meerut

January 9, 2002

To Messrs Ramesh Electricals
Lucknow

Subject: Request for Quotations

Sir

Please send us your lowest quotations for the following

1. 15 Bulbs 100W
2. 25 Bulbs 60W
3. 40 Tubes (full size)
4. 60 Tubes (half size)

Thanking you

Yours faithfully
For Ram Departmental Store
SD/-

Reply to the above

To
Messrs Ram Departmental Store
Sadar Bazar
Meerut

Subject: Quotations Provided

Sir

We thank you for your enquiry dated January 9, 2002 and have pleasure in quoting as under

1. 15 Bulbs 100W Rs. 3.00 each
2. 25 Bulbs 60W Rs. 2.75 each
3. 40 Tubes (full size) Rs. 30.00 each
4. 60 Tubes (half size) Rs. 20.00 each

Installation charge for each bulb is Rs. 0.50 and for each tube Rs. 2.00.

Thanking you

Yours faithfully
For Ramesh Electricals
SD/-

[Letter to supply goods on credit on the buyer's request](#)

Birla Distributors
KK Jalan Road
Kolkata 700029

Telephone 032923123
Fax 032825200

September 29, 20XX

General Manager (Sales)
M/S Penguin Astriks Bros
B/85, Kolaba Marg
Pune (Maharashtra)

Dear Mr Jalan

With reference to our telephonic discussion yesterday, you were kind enough to agree on supplying goods on 30 days credit instead of cash. I convey my sincere thanks to you and would like to place the following order

1. One thousand golden brushes
2. One thousand silver brushes
3. One thousand iron brushes

Please supply the above items duly packed, ten brushes in each packet, at the earliest possible. You are requested to confirm the new terms and conditions formally.

Thanks

Yours sincerely
KL Dheer
Sales Executive

Letter to Publication for the supply of books

M/s A K Gupta & Company
Lal Kothi Market
Jaipur

July 20, 20XX

M/s PK Publication
106, Karol Bagh
New Delhi- 110013

Sir

We are sending herewith a draft Rs. 21000/- no 184397 dated 15/3/20XX, drawn on Punjab National Bank, favouring M/S PK Publication, payable at New Delhi against the supply of following books

1. English Grammar By Gupta & Gupta 100 copies
2. English Vocabulary By Sharma & Gupta 50 copies

Please send the above books through Jaipur Golden Transport company, duly packed at the earliest.

Thanking you

Yours faithfully
AK Gupta
Partner

Letter response to a matrimonial advertisement

P723 Gandhi Nagar
New Delhi

January 21, 20XX

Sir

In response to your advertisement in the Hindustan Times dated 15 January 20XX, I am sending the particulars of my daughter.

1. Name: Miss Mamta Singh
2. Father's name: Mr RK Singh
3. Mother's name: Smt Radhika Singh
4. Educational Qualifications: B.com, M.com
5. Extra-Curricular: Diploma in Interior Decoration, Certificate Course in English Speaking.
6. Present Occupation: She is serving as a lecturer in Commerce College, Jaipur on Adhoc basis.
7. Brother(s): One brother named Praveen Singh doing MBA from IIM, Lucknow.
8. Sister(s): One elder sister married to Captain Rajveer Singh. She is settled at Amritsar and running a boutique there.
9. Date of Birth: 19 April' 1988
10. Height: 152 cm
11. Colour: Fair
12. Physical Attributes: Slim and Beautiful

I am a Senior Executive in Punjab National Bank. I have my own house at Gandhi Nagar, Jaipur. Photo of Miss Mamta is enclosed. You are requested to send a recent photograph of your son. I have mentioned all the necessary details required for the first time. If you need any other details, you can call me at 9809011937 or you can write to me at the above-mentioned address.

Yours sincerely
RK Singh

Reply of the groom's father on the above letter

119, Jayanti Market
Near Gulab Kunj
Jodhpur (Rajasthan)

January 29, 20XX

Dear Mr RK Singh

I received your letter dated 20th January, along with the particulars of your daughter Miss Mamta. The particulars of your daughter seem to be a perfect match for our son Madhur.

Before we proceed further, I would like the boy and the girl to meet once and convey us their willingness. What do you say in this matter?

Your suggestions and views are more important as the father of a daughter.

I am enclosing a photograph of my son with this letter as required by you. Please write at your earliest so that we can come to a conclusion.

Thanking you

Yours sincerely
Jai Veer Singh