Name

Date

**letter of resignation Template**

[Name of your manager / HR representative],

I am officially resigning as **[current job title]** of **[current company]**, effective **[future date, or “immediately”]**.

# terms of resignation

Work as this company’s **[job title]** has been a great pleasure of mine, and my decision to resign was not made lightly. I have the utmost respect for the teams and individuals whom I’ve worked with over the last **[length of employment]**, and it’s my pleasure to call everyone here my colleagues.

Starting **[date of new employment]**, I will be helping **[new employer]** **[specific short-term goals]** as the company’s **[new job title]**, and I’m excited to apply my experiences here to this new journey.

# terms of transition

I personally elect **[potential colleague to replace you]** to take my seat as **[current job title]**. Working with him/her, he/she has been crucial to the growth of our **[department, business unit, or simply “business”]**, and I trust he/she would continue to help **[company name]** thrive in my place.

This person has not yet been notified, and I leave it to your discretion if you choose to move him/her into this role during my departure.

In the meantime, I’m currently in the process of assigning **[project 1]**, **[project 2]**, and **[project 3]** to the rest of my team, and expect to complete **[project 4]** before my official departure. Happy to discuss this transition in person if necessary.

Thank you for your understanding.

[Your name]