

FREE Resignation Letter Template - Ricebowl

Your Name (Your IC number)

Your Address,
Address,
***** Kuala Lumpur,

Today's Date

Dear (Name of Employer/ Boss),

RE: RESIGNATION LETTER

It is with a heavy heart that I tender my Resignation Letter effective today, (Today's Date), and will duly serve my ** weeks/months notice period, as per stated in my employment contract. My resignation comes with my decision to (reason of wanting to resign).

Following this submission of my resignation, I will confirm with Human Resources on when my last official date is, while ensuring I complete all, if not as much of my pending tasks as possible and do any handovers as necessary and as appropriate.

I would like to take this opportunity to thank (company name) for being a great employer and for helping me build my experience in the (your job scope/ related field of work) these past (how many months/years you've been working), while also rewarding me for my contributions accordingly. I will be happy to recommend (company name) to future job seekers.

Thank you.

Sincerely,

(Your signature)

YOUR NAME,
(Your position in the company),
(Company Name)