

Resignation letter templates

Name

Date

Replace the bracketed text.

Problem	Answer	Problem	Answer
1. Formal		3. Brief	
2. Warm and grateful		4. Immediate	

Notes

Answer key – Resignation letter templates

#	Problem	Answer
1	Formal	I am writing to formally notify you of my resignation from my position as [title] at [company] as my last working day will be [date], from my role as [title]. This was not an easy decision.
2	Warm and grateful	Please accept this letter as formal notice of my resignation. My last working day will be [date]... Please accept this letter as notice of my resignation, effective immediately...
3	Brief	
4	Immediate	

Notes