**Resignation Letter Template**

**C:\Program Files (x86)\Microsoft Office\MEDIA\OFFICE14\Lines\BD14538_.gif** (Please remove strikethrough words with appropriate words.)

**[~~Write Addressing Authority Name Here~~]**   
[~~Designation:~~ -----------------------]  
[~~Company Name & Address~~]

**Date:** 00 Month, 0000

**SUBJECT: [~~Write your subject here~~]**  
  
Respected Mr/Mrs. ------------------

This is to inform you that I have accepted a position with [~~Write new company name here~~] against some attractive monetary benefits and perks. I want to express my gratitude for a rewarding professional association during my employment with your esteem [~~Write current company name~~].  
  
This decision was not an easy one and involved many hours of thoughtful consideration, particularly with respect to my own plans for my future. I am confident, however, that this new position represents a positive move toward fulfilling my career goals.  
  
I hope you will respect my stance in this matter.  
  
My main thoughts now are to work as hard as possible to wrap up my projects here and turn over my responsibilities as smoothly as possible. However, I would like to join [~~Write new company name~~] as soon as possible. Therefore, if convenient, I would like to request that you waive my termination notice & period.

I shall be thankful to you.

Regards,

**~~[Write your name here]~~**   
[~~Write your title here~~]