

# RESIGNATION LETTER – EXAMPLE

Helen Murphy  
22 Smith Street  
HIGHGATE HILL QLD 4078

4 November 1999

Mr John Doe  
The Manager  
Old Company Pty Ltd  
Level 5, 1 New Street  
Victoria Park Qld 4134

Dear Mr John,

I am sorry to inform you that I am leaving Old Company. This was a difficult decision, as working for Old Company has been a positive experience and one for which I am thankful. I have learned a lot here, have enjoyed working on our project and with you. In fact, I am sure that I would continue to benefit if I were to stay. However, my plans to go back to university in Brisbane, as well as consideration of the relative career enhancement opportunities, have led me to accept a position in a company there. This final decision was reached only after thorough consideration.

In order to lessen the impact of my departure at this crucial point of the project schedule, I have postponed the effective date of my resignation until 2<sup>nd</sup> December, one week after the due date for our project's expected completion.

I wish continued success to Old Company, to the project, and to you personally. Please feel free to contact me after I leave if I can be of further assistance to you.

Yours sincerely

**H Murphy**  
Helen Murphy