

# **Standard Resignation Letter**

October 6, 2010

Human Resources Officer

McGrow Foods, Inc.

London

Dear Sir/Madam:

I hereby officially tender my resignation from the position of manager at the London Branch. I have decided to resign due to personal reasons which have nothing to do with the company management or its employees. I would like to express my deepest gratitude for the opportunities that have taught me valuable lessons about the profession. My stay in the company was enlightening and have helped me fully understand my work. I will treasure the valuable lessons your company has taught me as I continue my journey in life. But after much thought, I would like to advance my career in a way that is not provided for in the company.

As stated in our contract, my resignation is effective after thirty days to allow for my proper clearance.

Thank you. It was a pleasure working for the company.

Wishing you all the best,

**Pamela Acton**