Restaurant Manager Resignation Letter Sample

892 Heavens Avenue
Baltimore, MD 90122

September 1, 2014

Mr. Henry Clinton
Manage Human Resources
Waffles
35 Gateway Road
Baltimore, MD 90332

Dear Mr. Clinton:

The decision to leave Waffles has been a very difficult one to take as I have spent seven very happy years working as a restaurant manager here. Please accept this as a formal notice of my intent to leave; September 30 will be my last working day.

While I have never had any problems working at Waffles, I have been offered an opportunity which I believe is more in sync with my long term career goals. This new opportunity will provide me with great career progression; something that I have been looking for some time here.

Waffles has provided me with the best years of my life; I have not only learnt about the restaurant business but have also been trained in managing a busy restaurant and handling the many challenges that both customers and staff offer during each work day. This experience is something I am extremely grateful for; it will stay with me forever and will of course help me greatly in subsequent jobs.

As always, I am dedicated to my work until it is time for me to leave. If you would like me to prepare any handover notes or train my replacement, I am at your service. I would like to take this opportunity to thank you for your mentorship and support during these years. I will miss my staff and my work place immensely.

Regards,

Mark Kirk
Restaurant Manager
(099) 000-9999