

THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom- Happiness

LETTER OF RESIGNATION

Dear Mr./Mrs:

My name is:

I'm writing to give my formal notice that I'll be leaving my role as (vị trí) for (tên công ty) on (ngày làm việc cuối cùng)

I would like to show great thanks to the company that has created favorable conditions for me to work over the time. I feel so lucky to have chance to work with the friendly colleagues in the good working environment, at the same time, I am also grateful for the supports and facilitation from my manager and other colleagues so that I can finish all the works well. I have learned many new experiences and knowledge in the course of working at the company and all these experiences shall be on my way in the future career.

I will try my best to finish all the unfinished works in the last month when I am working here, at the same time, I shall guide and handover the works for the people who will take charge of me. Besides, you can inform me whatever I can help in the time of handing over the works.

I would like to send great thanks once again to you and company for trusting me over the last time. I wish that company is always successful and I hope to keep in touch with the company in the future.

Sincerely

(Tên của bạn)