

RESIGNATION LETTER SAMPLE

Philippines Format

What this is: A resignation letter is a formal document used by an employee to notify an employer of their intention to leave a job. In the Philippines, employees commonly provide written notice, often at least 30 days in advance, depending on company policy, employment contract, and applicable labor rules.

Template:

[Your Full Name]
[Your Address]
[City, Province, ZIP Code]
[Date]

[Employer's Full Name]
[Company Name]
[Company Address]

Subject: Resignation Letter

Dear [Employer's Name],

I am writing to formally resign from my position as [Job Title] at [Company Name], effective [Last Working Day].

I appreciate the opportunity to have worked with the company and the experience I have gained during my employment.

I will ensure that all my responsibilities are properly handed over during the notice period. Please let me know how I can assist in making the transition as smooth as possible.

Thank you for your support and understanding.

Sincerely,

[Your Full Name]

Notes:

- Replace all bracketed fields before use.
- Keep a signed copy for your own records.
- Confirm your required notice period with your employer or employment contract.