

I'm not robot!

March 12 2016

Mr Lee Hsien Loong
Secretary – General
People's Action Party

Dear ~~Secretary-General~~,

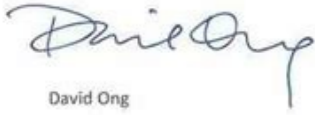
Letter of Resignation

On 12 March 2016, I tendered my resignation as a Member of Parliament to the Speaker. I hereby also tender my resignation as a member of the People's Action Party with immediate effect. I am doing so for personal reasons, and with a heavy heart.

I am grateful to my Bukit Batok residents for the opportunity to serve them as their MP, and for the strong support they have given me. I have done my best to perform my responsibilities, and deeply apologise for having to step down prematurely.

I also want to express my strongest appreciation to the grassroots leaders and activists of Bukit Batok for their dedication and commitment in working alongside me to help build and meet the needs of the community. Finally, I would like to thank the Party for enabling me to serve Singapore as an MP over the last six years.

Sincerely yours



David Ong

Sample Resignation Letter

Your Name:
Address:
City:
Phone Number:
Postal Code:
Email Address:

Date:

Name of Recipient:
Address:
Name of Organization:
City:
Phone Number:

Dear Sir/ Madam,

I regret to inform you that I am resigning from my position as Communications Assistance for the ABC Company. My last day of employment will be August 15.

Thank you for the support and the opportunities that you have provided me during the last several years. I have enjoyed my tenure with the company.

If I can be of any assistance during this transition, please let me know. I would be glad to help however I can.

Yours sincerely, / faithfully

Name

Signature

(Recipient Name)

(Recipient Position Title)

(Company Name)

(Company Address)

(City)

Dear (Recipient's Name),

I am very honored to be working for (Company Name) and have learned much in the time that I have spent here. However, it is with much sadness to inform you that this is my formal resignation from my job. My last day of employment will be (Date).

This decision has not been easy, but I have decided that it will be in the best interests for my career advancement and future development. I am available to assist in the smooth transition of the new staff member to my current role.

Once again, I would like to thank you for the many opportunities that you and (Company Name) have given me. I wish you and (Company Name) many more successes in the future.

Yours Sincerely,

(Your Signature)

(Your Name)

Resignation Letter Sample

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I would like to inform you that I am resigning from my position as Account Executive for the Smith Agency, effective August 1.

Thank you for the opportunities for professional and personal development that you have provided me during the last three years. I have enjoyed working for [name of organization] and appreciate the support provided me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely,

Your Signature

Your Typed Name

7 August 2017

Ms Ng Sheau Juan
Clerk of Parliament
Singapore

Dear ~~Sheau Juan~~,

I have indicated my intent to stand in the upcoming Presidential Election.

I therefore tender my resignation as the Speaker of Parliament with immediate effect.

I would like to thank you and the Parliament Secretariat for the wonderful support and doing an excellent job during my term as the Speaker.

I seek your cooperation and support to facilitate a smooth handover to the new Speaker when he or she is elected.

I would like to take this opportunity to once again convey my heartfelt thanks and sincere appreciation to my colleagues at the Parliament Secretariat for their great support and friendship.

Thank You.



Halimah Yacob (Mdm)

