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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

. Drietry David Ong

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.

Sample Resignation Letter

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) (Date)

Dear (Recipient's Name),

I am very honoured 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 post. 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

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 into 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 Jiuan Clerk of Parliament Singapore

Dear Sheau Jinan,

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.

Heling

Halimah Yacob (Mdm)

By Indeed Editorial TeamPublished 25 August 2020When you plan to leave your job, writing a resignation letter is an important part of the process. Regulations mandate that employees who resignation letter can help ensure that you end the relationship positively and may also get you a good reference for future employment. In this article, we what a resignation letter is an official document that notifies your employer of your intention to guit your position. If you are covered under the Employment Act, the Ministry of Manpower by-law holds that you have a legal obligation to give your employment resignation letter, which can either be a resignation email or a formal resignation letter on paper. It's a good idea to notify your manager directly before sending your resignation letter to give them time to prepare for your departure, find someone to replace you and ensure a smooth transition. If you are unable to see your manager in person, such as if you work remotely, you can have this conversation on the phone or through a video meeting. A letter of resignation typically includes the following information: Your nameDate of resignation Reason for resignation letters important? When you decide to resign from your job, it's essential that you do so with grace and professionalism. A resignation letter serves as a professional courtesy to your employer that you intend to leave your position and provides your manager with the transition, such as when your last day with the company will be and what is needed before you leave. Human resources departments also use resignation letters to keep a record of your employment with the company. How to write a resignation letter Writing a resignation letter is a simple process. However, before writing your letter, it's important that you speak with your direct supervisor or HR department to ensure you're following any procedures your company has in place regarding resignations, such as what information to include in your letter and how and where you should submit it. Follow these steps to write a resignation letter: Note the date and timeStart with an address lineWrite your statement of gratitudeInclude next steps or other important informationInclude your last day of workProvide a statement of gratitudeInclude next steps or other important informationInclude your last day of workProvide a statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude next steps or other important informationInclude your statement of gratitudeInclude your statement of gratitudeInclude your statement of gr other details are typically included in business letters to provide timestamps. This information isn't necessary to include digitally. However, if you plan to type a letter and give a physical copy to your supervisor or HR department, include this information at the top of the page.2. Start with an address lineNext, address the recipient of your letter by name. This will likely be your supervisor or HR manager, depending on your company's specific processes. You can use greetings like 'Dear', 'Hello', or simply 'Mr/Ms [supervisor's last name]'.3. Write your statement of resignationThe next step is to provide a formal statement of your intention to resign from your position.4. Include your last day of workWhile two weeks' notice is standard for most companies, your employer may have certain instructions for when your final day of your last day.5. Provide a statement of gratitudeWhen resigning from a position, it's a good idea to maintain a positive relationship with your employer. You can help create a more peaceful transition by including a few sentences about your gratitude for the company.6. Include information Make sure to include information about your gratitude for the company.6. supervisor beforehand, but if you're not sure, simply offering to assist with the transition will be appreciated.7. Close with your signature. Resignation letter templateHere is a sample resignation letter template that you can use as a guide for writing your own:Dear Mr/Ms [supervisor's last name], This letter serves as my formal resignation from XYZ Company. My last day with the company will be two weeks from today on [insert the date and weekday of your final day]. I am thankful for the opportunities that you have provided me and for all the valuable experiences I have gained during my time here. I have enjoyed working here and appreciate the support you have provided to me. Please let me know if I can be of any help during this transition. I wish you all the best. Sincerely, [insert your name] This template includes basic information to provide when resigning from any company. To customize your resignation letter, you can add personal details, such as why you're leaving, or include language that suggests maintaining a professional relationship with your manager after leaving the company. Resignation letters for different situations: Resignation letter to notify you about my end of the company. Resignation letters for different situations a professional relationship with your manager after leaving the company. Resignation letters for different situations: Resignation letter some are several examples. The company are several examples of resignation letters for different situations. Resignation letters for different situations are several examples. The company are several examples of resignation letters for different situations. Resignation letters for different situations are several examples. 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To assist with the transition, I would be happy to train new staff and will hand over all ongoing projects pending with me a week before the end of the notice period. Please reach out to me if you need any information. Thank you for your support and I wish you success in all your endeavours. Sincerely, Jerry LimResignation because of a better opportunity Dear Ms Wang, Please accept this letter as the official notice of my resignation from Barry Accounting, effective 21 March. My last day will be one month from today, on 20 April. I have accepted a senior role as the chief accountant and procurement officer at a company that I believe offers more opportunities for my career going forward. I thank you for your support, understanding and mentorship in the organisation allowed me to grow, acquire skills and become the thorough professional that I am today.Let me know how I can help to ensure a smooth transition. I wish you all the best. Regards, Pam JinResignation letter for relocationDear Mr Lee, This letter is the official notification of my resignation from Tulip Star Fishing Company. My last day will be on 20 June. I am leaving to be closer to my family, who live in the Malaysian capital Kuala Lumpur. This was not an easy decision to make, and I appreciate your support and guidance throughout my four-year stay with the organisation. Thank you for giving me a supportive environment to learn more about the industry and grow my career. Please let me know how I can help with the transition. I wish you and the company success in all your future projects. Thank you, Sam LinResignation letter tipsHere are tips for writing an effective resignation letter that will allow you to leave your position while maintaining a positive professional relationship with your resignation letter to one page. Say everything you need to say in a few concise paragraphs and end it with your signature. Deliver it in person. If you plan to resign with a physical copy of your resignation letter, you may want to deliver it in person to your resignation letter as an email, make sure you include a clear and direct subject line. For example: Resignation — [your name]. Stay positive. Keep the language positive and professional to maintain good relations with the company after leaving them. Plan to leave on the day you notify them of your plans to resign. This could mean there will be a period of time in which you are not receiving a paycheck, especially if you are leaving for a new opportunity that doesn't start immediately. Make a note of what happens when others resign from their positions at the company and make sure you have a plan in place in case this could apply to you. Follow next steps. Once you submit your letter of resignation, your supervisor may request that you make a transition plan, provide any necessary training and complete certain projects. Having the chat with your boss and telling him that you are resigning from the company can be sometimes slightly awkward and uncomfortable. Whether or not you are resigning from the company can be cause the work environment is toxic, it is critical to resign from your job gracefully. You do not want to burn bridges with your colleagues or boss even if you might not meet them again. It is a professional setting after all and leaving with a good impression is a must. Here's how to resign Most of the time, your boss will be interested to know the reasons behind your resignation. As much as you want to, refrain from giving negative ones. Frame your story such that you do not air any dirty laundry or negative feelings. Leave those to late night banters with your bestfriends instead. Here are some reasons for resignation to fall back on if you do not have a good one: "I decided to go back to school and further my studies" No one can fault you if you plan to pursue your own personal aspirations, such as getting a master's degree or maybe even a PhD. Your boss may even encourage you to resign so you get to resume full-time learning. "I am leaving because I want to make a career change and explore another new industry/environment" This is great for those who have been working in the same company for years. Bosses understand that being stuck in the same environment can stifle your personal and professional growth. They will empathize with your career progression. For those who are just one to two years in into the working world, you could inform your boss that you will like to get exposed to multiple work experiences and industries while you still can. "I need to leave because of personal circumstances" This can include anything from financial reasons, family reasons and more. This is a broad and general statement. Prepare to get probed further if you use this as a reason for your resignation. Prepare some solid answers to let your boss see why you need to quit your job and get away from work responsibilities for awhile. Now having gotten that out of the way, let's move on to the real deal. Here are two sample resignation letter templates you could use, whether or not you are planning to further your studies, or opting for a change in your career path. Template 1 - Resignation/rank) (Company's address) Dear (Supervisor), I am writing to inform you that I will be tendering my resignation from my employment as a (your position) in (company's name). Therefore, I would like to give (period of notice required) notice, effective from today's date. My last day of employment in (company's name) as I have decided to further pursue full-time studies to obtain my (name of educational certificate -Bachelors/Masters/PhD etc) in (subject you are planning to study) from (school's name). While this was a difficult decision to make, I would like to obtain further education, which I believe would help me in my career progression in future. I would like to thank you and the team for the unconditional support and guidance when I was in (company's name). name). Being a (your position) at (company's name) has exposed me to many opportunities and I have honed my (insert skill type) skills here. I believe that these skills will assist you with the transition of my job and responsibilities to (your replacement's name). Do let me know if there is any other help I can offer to make this a smooth process. Once again, I would like to thank you for all your guidance and assistance during my stint in (company's name). I hope to keep in touch in future. I wish (company's name) and (your team/department name) all the best. Regards, (Your signature) (Your name) (Date of resignation) Template 2 - Resignation letter for career change (Date of letter) (Supervisor's Name) (Supervisor's designation/rank) (Company's address) Dear (Supervisor's designation/rank) (Supervisor's designation/rank) (Date of letter) (Supervisor's designation/rank) (Supervisor's designation/ra notice period) notice period as required, effective from today's date. I am tendering my resignation at (company's name) as I have decided to embark on a new trajectory in my career path. This was not an easy decision to made. However, after much consideration, I am ready to transition into a new role in a new environment. I will be working in (insert brief and general description on new company). Thank you for all the guidance and opportunities you have provided me for the (duration of employment) during my employment) and I cherish the projects I have taken on, and I cherish the projects I have taken on and I cherish the project of the company's name). I am grateful for the project I have taken on and I cherish the project I have taken on and I cherish the project I have taken on and I cherish the project I have taken on and I cherish the project I have taken on and I cherish the project I have taken on and I cherish the project I have taken on and I cherish the project I have taken on and I cherish the project I have taken on and I cherish the project I have taken on a new company's name). During this (duration of notice period), I will make sure that my work is complete and ready to be handed over to (replacement's name). Please note that I will make my transition period as smooth as possible. I am also willing to assist (replacement's name) with the roles and responsibilities prior to leaving. I wish you and the company all the best. Yours sincerely, (Your signature) (Your name) (Date of resignation) These templates are just a guideline. Do feel free to tweak it such that it will fit your circumstances. If you do want to write a resignation letter is not THE END. There's still the exit interview to deal with and the little farewell speech you would have to give to your resignation. This can be a little tricky to deal with, especially if it is your first time resigning. The tips we have over here may come in handy!

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