

A resignation letter with a request to keep in touch is an important document that serves not only as a formal notice of your departure but also as a means to maintain professional relationships post-resignation. Here are six templates of such letters, each catering to different situations, along with examples.

Resignation Letter Template 1: Positive Experience

Subject: Resignation and Hope to Stay Connected

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. I want to express my sincere gratitude for the opportunities I have been given here. Working under your guidance has been incredibly rewarding.

I have grown both professionally and personally during my time at [Company Name], and I would like to keep in touch in the future. I believe that the connections and friendships I've made here will last beyond my tenure.

Please feel free to reach out to me at [Your Email Address]. I look forward to staying connected.

Thank you once again for an amazing work experience.

Sincerely,

[Your Name]

Example for Template 1

Subject: Resignation and Hope to Stay Connected

Dear Mr. Thompson,

I am writing to formally resign from my position as Marketing Coordinator at Innovatech, effective April 14th. I want to express my sincere gratitude for the opportunities I have been given here. Working under your guidance has been incredibly rewarding.

I have grown both professionally and personally during my time at Innovatech, and I would like to keep in touch in the future. I believe that the connections and friendships I've made here will last beyond my tenure.

Please feel free to reach out to me at john.doe@email.com. I look forward to staying connected.

Thank you once again for an amazing work experience.

Sincerely,

John Doe

Resignation Letter Template 2: Career Advancement

Subject: Resignation - New Opportunities and Staying in Touch

Dear [Supervisor's Name],

I am writing to announce my resignation from my role at [Company Name], effective [Last Working Day]. This decision comes as I pursue a new opportunity in [describe new opportunity, e.g., a different industry, a higher position].

I am incredibly grateful for the experiences and growth I've had here. I would like to express my wish to keep in touch and continue to learn from your expertise. My professional email is [Your Email Address], and I would be happy to share my industry insights and experiences as I embark on this new chapter.

Thank you for your understanding and support.

Best regards,

[Your Name]

Example for Template 2

Subject: Resignation - New Opportunities and Staying in Touch

Dear Ms. Johnson,

I am writing to announce my resignation from my role as a Graphic Designer at Creative Solutions, effective May 30th. This decision comes as I pursue a new opportunity in a leadership role in a startup company.

I am incredibly grateful for the experiences and growth I've had here. I would like to express my wish to keep in touch and continue to learn from your expertise. My professional email is emily.richards@proemail.com, and I would be happy to share my industry insights and experiences as I embark on this new chapter.

Thank you for your understanding and support.

Best regards,

Emily Richards

Resignation Letter Template 3: Relocation

Subject: Resignation Due to Relocation - Let's Stay in Touch

Dear [Supervisor's Name],

Please accept this letter as my formal resignation from [Your Position] at [Company Name], effective [Last Working Day]. The reason for my resignation is my upcoming relocation to [New Location], which is a personal decision for [reason, e.g., family, education].

My time at [Company Name] has been incredibly fulfilling, and I value the professional relationships I've developed here. I would be grateful for the opportunity to keep in contact and possibly collaborate in the future. My personal email is [Your Email Address].

Thank you for your understanding and support during this transition.

Warm regards,

[Your Name]

Example for Template 3

Subject: Resignation Due to Relocation - Let's Stay in Touch

Dear Mr. Wallace,

Please accept this letter as my formal resignation from the role of Sales Manager at HighTech Solutions, effective June 15th. The reason for my resignation is my upcoming relocation to Chicago, which is a personal decision for family reasons.

My time at HighTech Solutions has been incredibly fulfilling, and I value the professional relationships I've developed

here. I would be grateful for the opportunity to keep in contact and possibly collaborate in the future. My personal email is laura.jones@gmail.com.

Thank you for your understanding and support during this transition.

Warm regards,

Laura Jones

Resignation Letter Template 4: Pursuing Further Studies

Subject: Resignation to Pursue Further Studies - Hoping to Keep in Touch

Dear [Supervisor's Name],

I am writing to inform you of my resignation from [Your Position] at [Company Name], effective [Last Working Day]. I have decided to pursue further studies in [Field of Study], which necessitates this difficult decision.

My journey at [Company Name] has been enriching and rewarding, and I have learned immensely from working with the team. I would love to stay in touch and share insights from my academic pursuits that may benefit our professional paths. You can reach me at [Your Email Address].

Thank you for your mentorship and support.

Best,

[Your Name]

Example for Template 4

Subject: Resignation to Pursue Further Studies - Hoping to Keep in Touch

Dear Ms. Green,

I am writing to inform you of my resignation from the role of Accountant at Dynamic Finance, effective July 10th. I have decided to pursue further studies in Financial Analysis, which necessitates this difficult decision.

My journey at Dynamic Finance has been enriching and rewarding, and I have learned immensely from working with the team. I would love to stay in touch and share insights from my academic pursuits that may benefit our professional paths. You can reach me at mark.white@unimail.com.

Thank you for your mentorship and support.

Best,

Mark White

Resignation Letter Template 5: Entrepreneurial Venture

Subject: Resignation to Start a New Venture - Let's Stay Connected

Dear [Supervisor's Name],

I am writing to tender my resignation from [Your Position] at [Company Name], effective [Last Working Day]. I have decided to embark on an entrepreneurial venture and start my own business in [Business Type/Industry].

My experience at [Company Name] has been incredibly valuable in preparing me for this new journey. I hope to maintain our professional relationship and potentially explore future collaborations or partnerships. My contact email is [Your Email Address].

I appreciate the support and opportunities provided to me here.

Sincerely,

[Your Name]

Example for Template 5

Subject: Resignation to Start a

New Venture - Let's Stay Connected

Dear Mr. Bennett,

I am writing to tender my resignation from the role of Product Manager at Techware, effective August 20th. I have decided to embark on an entrepreneurial venture and start my own software development company.

My experience at Techware has been incredibly valuable in preparing me for this new journey. I hope to maintain our professional relationship and potentially explore future collaborations or partnerships. My contact email is diana.rogers@mydomain.com.

I appreciate the support and opportunities provided to me here.

Sincerely,

Diana Rogers

Resignation Letter Template 6: Health or Personal Reasons

Subject: Resignation Due to Personal Reasons - Wishing to Stay in Touch

Dear [Supervisor's Name],

Regrettably, I must resign from my position as [Your Position] at [Company Name], effective [Last Working Day], due to [mention reason, e.g., health issues, family commitments].

My time at [Company Name] has been a significant part of my career, and I have greatly valued the relationships built here. I hope to keep in touch and would be delighted to hear from you in the future. You can contact me at [Your Email Address].

Thank you for your understanding and the wonderful experiences during my tenure.

Warmly,

[Your Name]

Example for Template 6

Subject: Resignation Due to Personal Reasons - Wishing to Stay in Touch

Dear Mrs. Patel,

Regrettably, I must resign from my position as Communications Officer at Bright Media, effective September 5th, due to health reasons.

My time at Bright Media has been a significant part of my career, and I have greatly valued the relationships built here. I hope to keep in touch and would be delighted to hear from you in the future. You can contact me at steven.clark@email.com.

Thank you for your understanding and the wonderful experiences during my tenure.

Warmly,

Steven Clark

Purpose of a Resignation Letter with Request to Keep in Touch

The purpose of this type of resignation letter is twofold: to formally announce your departure from the company and to express a desire to maintain a professional relationship with your supervisor or colleagues. It's a way to leave on good terms and keep doors open for future networking and opportunities.

Key Elements of a Resignation Letter with Request to Keep in Touch

- **Formal Resignation Statement:** Clearly state your intention to resign and your last day of work.
- **Expression of Gratitude:** Thank your employer for the opportunities and experiences gained.
- **Desire to Stay in Touch:** Express your wish to maintain a professional relationship and provide contact information.
- **Positive Tone:** Keep the tone positive and professional throughout the letter.

Tips for Writing a Resignation Letter with Request to Keep in Touch

1. **Be Professional and Courteous:** Maintain a professional tone, and show respect and appreciation for your time at the company.
2. **Be Specific and Personal:** Include specific details about what you valued during your employment.
3. **Offer a Reason for Departure:** Briefly explain your reason for leaving, if appropriate, to provide context.
4. **Be Sincere:** Sincerely express your desire to stay in touch and why it's important to you.
5. **Proofread:** Ensure your letter is free from errors and clearly communicates your message.