**Mẫu Đơn Xin Nghỉ Việc Tiếng Anh 1:**  
Letter of Resignation

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:

Please accept this letter as formal notification that I am leaving my position with ABC hotel on May 15.

Thank you for the opportunities you have provided me during my time with the company.

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

Sincerely,

Signature

Your Typed Name

**Mẫu Đơn Xin Nghỉ Việc Tiếng Anh 2:**

Hello All,

I want to bid farewell to you all and inform you that I am leaving my position at [ ]. Tomorrow is my last day at work.

I have enjoyed working for this company and I appreciate having had this wonderful opportunity to work with you all.

During these last two years you all have provided me support and through your encouragement and guidance I have been able to excel at the projects offered to me. With many of you, I have shared a unique camaraderie which I hope will continue in the years to come even though I shall not be here with the company. I now look forward to this new position that brings forth new challenges and adds more diverse experience to my career.

I do wish you and the company every success in all its future endeavors.

You can be in touch with me by:

Email – ABC@gmail.com

Or call me at ( )

Also, I would like to add you to my LinkedIn profile, if you would as well, please do accept the invitation. I shall be sending you requests to join my LinkedIn network soon.

With best regards,  
[ …………………………….]

**Mẫu Đơn Xin Nghỉ Việc Tiếng Anh 3:**

Dear All,

After a year of exciting and memorable stint with [ ], I am bidding adieu next week to this company to pursue other career opportunities. As I move on, I would like to take a moment to remember and cherish our times together. It’s been great interacting and knowing each one of you. Even though I will miss you all here I am looking forward to this new challenge and to start a new phase of my career.

This is not a goodbye, only “hasta luego” or “see you later”.

Do stay in touch.

My personal contacts are:

Email (xyz@yahoo.com)

Contact phone number (………………………………. ).

Please do drop in a note with your personal contacts to my mail id.

Good luck and wish you all the best in your endeavors!

Best regards,  
[……………………………………….. ]

**Mẫu đơn xin nghỉ việc tiếng Anh 4:**

Hi John,

As I informed you in our meeting last week, my last working day at ABC is next Friday, Sept. 29th. I want to take a few minutes today to convey my thoughts in being part of your team for the last 2 years.

I have been extremely satisfied with my work at ABC, working under your guidance has been a learning and an enjoyable experience. I thank you for your support and encouragement during these two years.

However, I feel that it is time for me to move on to new opportunities. This decision was not an easy one and it took a lot of consideration. I think this decision is in the best interests towards fulfilling my career goals. I want to do my best in completing my existing responsibilities and then ensuring a smooth transition.

Also, I would like to thank you again, Amy, Andrew, and all others for the help and guidance during all these years of my employment, and would like to extend my best wishes to the entire group.

My personal contacts are:

Email (xyz@yahoo.com)

Contact phone number (………………… ).

Please feel free to contact me even later on in case you need help with the transition of my responsibilties to another employee.

Sincerely,  
[……………………………………. ]

Xem thêm: [Các mẫu quyết định thôi việc, nghỉ việc](https://jobpro.vn/bai-viet/mau-quyet-dinh-thoi-viec/)

**Mẫu Đơn Xin Nghỉ Việc Tiếng Anh 4:**

Name  
Address:  
Cell phone number:  
Email

To: Company name  
Address  
Tel:  
Email

Date

Subject: Resignation letter  
Dear Mr…./ General Director  
HR Dept.

Please accept this resignation letter as notification that I am leaving my position with ….  
This was not an easy decision to make. The past 8 years have been very rewarding. I’ve enjoyed working for you and our company. However my health is not good to qualify my job.  
My last day of employment will be 45 working days from today, as per the responsibilities under the terms of my employment contract. However I wonder if you could accept my leaving from….. with full employee benefits.  
Please let me know what to expect as far as my final work schedule, accrued annual leave and my employee benefits and responsible.  
Thank you for the opportunities for growth that you have provided me. I wish you and the company all the best. If I can be of any help during the transition, please don’t hesitate to ask.