

Class : 5A

Name : Chan Cheuk Hang, Henry

Topic : Resignation

Text Type : Resignation Letter

Dear Mr. Wong

I am writing to inform you of my decision to resign from my position as Marketing Executive for Netson Technology Company Limited. I have truly enjoyed my time at the company and it has been a difficult decision to make. I have decided that it is time for me to return to school in order to gain new skills.

I would like to express my deepest gratitude for your guidance and support. You have been a supportive supervisor and I really appreciated the fact that you were willing to encourage me and help me adjust to the new working environment. I still remember the mistakes I made in my first presentation for the company -- I mixed up the official launch dates of our products on the PowerPoint slides. You stated the fact that I was just a novice and should be granted the opportunity to rectify my error. Thus, I was not blamed by my colleagues. I have grown to become more careful and sensitive to details. Thank you for your consideration and encouragement. Now I am able to stay positive and am always willing to learn more.

I am also immensely grateful to have worked with a wide variety of colleagues. I have greatly appreciated their kindness, as well as their enthusiasm, for work. On my first day, they welcomed me with open arms and gave me clear instructions about the operation of the company. When I was upset because of the certain problems, they cheered me up and showed me the right way to overcome difficulties. Apart from that, I was astounded by their high productivity and effective time management skills. Being part of the team has definitely helped me to improve.

My last day of employment will be the 14th of April 2019. I would be happy to help if there is anything I can do to make this transition smoother.

Once again, thank you for having me as part of your team and for all of your care and understanding over my five years at the company.

Yours sincerely,

Tsang Yuen Wan