

CONTOH SURAT RESIGN BAHASA INGGRIS

November 25, 2023

Mr. Adrian Riza
HRD Manager
PT ABC Corporindo
456 Business Avenue
Central Jakarta, 67890

Dear Mr. Adrian Riza,

I hope this letter finds you well. I am writing to formally submit my resignation from the position of Marketing Specialist at PT ABC Corporindo, effective two weeks from today, on November 25, 2023.

I have thoroughly enjoyed my time at PT ABC Corporindo and appreciate the opportunities for professional growth and development that the company has provided me. However, after careful consideration, I have decided to explore new avenues and challenges in my career.

During the notice period, I am committed to completing any outstanding tasks and ensuring a smooth transition. I am open to assisting in the training of a replacement and will ensure that all necessary documentation is organized for a seamless handover.

I want to express my gratitude to you, the management team, and my colleagues for the support and camaraderie during my tenure here. The experiences and skills gained will undoubtedly contribute to my continued professional development.

Please feel free to contact me at kevin.sanjoto@email.com or 081234567890 for any further discussions or details related to the transition process.

I wish PT ABC Corporindo continued success and growth in the future. Thank you for your understanding.

Sincerely,

Kevin Sanjoto
Marketing Specialist