

## Resignation Letter

Dear Sir/Madam,

I \_\_\_\_\_, ( HKID No. \_\_\_\_\_ ), will resign from  
my present job in \_\_\_\_\_ with effective on  
\_\_\_\_\_. My last working day will be on \_\_\_\_\_.

Yours faithfully,

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

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## 離職信

敬啟者：

本人 \_\_\_\_\_, ( 香港身份證號碼 \_\_\_\_\_ ), 現工作於  
\_\_\_\_\_, 將辭去現有職位, 離職生效日期為  
\_\_\_\_\_, 而本人最後的工作天將為 \_\_\_\_\_.

此致

\_\_\_\_\_

簽署

日期: \_\_\_\_\_