



Silicon Valley Associates
Recruitment

Candidates Template Letters

Silicon Valley Associates Recruitment
IT and Technology Recruitment Specialist in APAC



info@svarecruitment.com
25F, Langham Place, Mong Kok, Hong Kong

IT AND TECHNOLOGY RECRUITMENT SPECIALISTS IN APAC

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IT AND TECHNOLOGY RECRUITMENT
SPECIALISTS IN APAC

FOREWORD

Silicon Valley Associates Recruitment

IT AND TECHNOLOGY RECRUITMENT
SPECIALISTS IN APAC

25F, Langham Place, Mong Kok, Hong Kong
+852 6700 6472
info@svarecruitment.com

Foreword



FOREWORD

Silicon Valley Associates Recruitment, an IT and Technology Recruitment Specialist in APAC, offers job description templates that are very helpful for companies with IT fields.

With the advent of technology, every company is now expected to utilize it. Gone are the days when we could make records using pen and paper, or communicate with all essential people face-to-face at all times. Indeed, every organization was required to innovate due to the change brought about by technology.

To be able to keep up with modern innovation, knowledge, and expertise in the fields of IT and tech become essential. That's where IT departments come into play. Every organization needs a team of well-versed and competent professionals to run their company in the modern era.

In this issue, Silicon Valley Associates Recruitment offers you thorough organizational documents that prepares both employers and candidates on the employment world.

About Us

Silicon Valley Associates Recruitment

Silicon Valley Associates Recruitment is an IT recruitment agency in Hong Kong, catering to companies and candidates in the IT and tech industry. On one hand, we help companies find competent and suitable IT professionals to work in their corporate sphere. And on the other, we assist candidates in building their professional careers to enable them to find a suitable IT job in Hong Kong and Asia.



More Than 10 Years of Professional Experience in IT Recruitment

With over 10 years of professional experience and a solid track record in IT recruitment, we are dedicated to helping IT professionals gain access to the best opportunities in the industry. We have a multilingual team of consultants across Hong Kong, China, Philippines, UK, USA, and UAE, coming together to conduct research and uncover valuable insights and market trends to yield results that would favor our clients.

Our expertise as a professional recruitment agency is proven by our global knowledge, experience, and track record throughout the Asia Pacific, EMEA, and Americas. Backed by relationship managers, a community of partners, and an innovative multi-channel research methodology, we can be a steady support for companies and candidates in the realm of IT and tech.

Our Core Values

Commitment, Communication, and Trust.

These are the core values that SVA Recruitment, as a specialist IT recruitment agency, stands for. With the goal of providing our clients with unprecedented insights and opportunities in the IT and tech industry, we commit to becoming your eyes and ears in the

market. We will continuously and diligently prospect and uncover trends, news, and opportunities in the industry, while directly engaging with prospective professionals.

In a competitive and demanding profession such as IT and tech, we understand the importance of finding the right talent and company to suit your values and capabilities. As a professional recruitment consultancy firm, we can help companies find the perfect match for their corporate needs while giving candidates the best opportunities and IT jobs in Hong Kong and Asia.



What We Do

Silicon Valley Associates is an IT recruitment agency helping companies and candidates find the best talents and opportunities in the IT and tech industry

Mission

With our dedication, firm methodologies, and IT recruitment agency experience, we aim to deliver only the best services and yield quality results for our valued companies and candidates. Your interests are our top priorities, and it is for your benefit that we continuously expand and grow our knowledge and proficiency in the IT and tech industry. Our mission is simple and straightforward.



IT AND TECHNOLOGY RECRUITMENT
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Cover Letter Templates

Silicon Valley Associates Recruitment

IT AND TECHNOLOGY RECRUITMENT
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25F, Langham Place, Mong Kok, Hong Kong
+852 6700 6472
info@svarecruitment.com

Blank Sample

Your Name

142 Facebook Blvd.
Palo Alto, California, 94301 United States
(423)135-4624
Your.Name@gmail.com

Date

Hiring Manager's Name
341 Company Address
Palo Alto, California, 94301
(xxx)xxx-xxxx
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

The first paragraph should contain a self-introduction. You should write who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

The second paragraph should respond directly to the job description written by the hiring manager. Describe how your previous job experiences, skills, and abilities will allow you to meet the company's needs. To make that easier, you can (and should) literally include words and phrases from the job description in your cover letter.

- You can include a bulleted list of your accomplishments
- Make sure you quantify (add numbers to) these bullet points
- A cover letter with numbers is 100% better than one without

To go the extra mile, do some research about the company, and try to find out what they are doing — and why — given the current state of their industry. Explain how you can fit into that schema, and help push the company forward and achieve any goals you suspect they may have.

The final paragraph is called the “call to action” portion of your cover letter. Inform them that you'd love to get interviewed. Give them your contact information. Tell them that you'll be in contact with them in a week if you don't hear back. Thank them for spending the time to read your cover letter.

Sincerely,
Your Name

Cover Letter Sample Email

Your Name

142 Facebook Blvd.
Palo Alto, California, 94301 United States
(423)135-4624
Your.Name@gmail.com

Subject: Internal Audit Position

Dear Terry (or "Hiring Manager" if no name is offered in the job posting)

Re: Emma Chan, Internal Audit Assistant Position.

I would like to apply for the role of Internal Auditor (your job reference IA 364). I have experience in internal audit spanning three years, and combined with my knowledge of the banking industry, I believe I can make a substantial contribution to XYZ Limited.

Your company has an outstanding reputation for best practice in internal audit, and having made recommendations to streamline the audit process in my current role, I am keen to be part of your forward-thinking company.

My particular strengths include:

- CA qualified
- Experience gained with a Big Four accounting firm
- Managing and developing a team of five assistant auditors
- Management of internal audit function during changeover to new accounting software

Please find my resume attached, which provides further detail on my background, skills and experience.

I look forward to hearing from you to discuss this opportunity further.

Yours sincerely

Your Name
Contact Number

Manager Sample

PATRICK ABRAMS

1704 Maple Ave. | Sometown, IN 47250 | (555) 555-5555 | pat@anydomain.com

[Date]

Ms. Katy Smith
Director of Distribution Operations
Acme Inc.
2000 Industrial Ave.
Sometown, IN 47250

Re: Manager

Dear Ms. Smith:

I was intrigued when I found your warehouse manager job posting, as I know I could positively contribute to your operation. Since earning my promotion to manager for XYZ Company's distribution center three years ago, I have received consistent commendations for achieving gains in productivity, safety and efficiency—accomplished during a time of significant budget cuts.

Your warehouse operation would benefit from my proven success in:

- Launching 5S and other lean-manufacturing programs to elevate the efficiency and effectiveness of the distribution center.
- Overseeing inventory management, stock controls, pick/pack operations, and order processing for high-volume shipping and receiving operations.
- Supervising and scheduling unionized workforces of up to 20 employees per shift within a 24x7 environment.
- Upgrading SAP warehouse management systems to improve inventory management and distribution accuracy.
- Developing and leading training programs to improve employee productivity, job satisfaction and workplace morale.
- Accelerating order fulfillment to achieve a 28% reduction in order-processing time, which helped retain and grow business from key accounts.

I recently learned that my employer plans to close the Indianapolis distribution center later this year. It offered me a warehouse manager position at its Minneapolis site, but family responsibilities prevent me from relocating at this time.

If you agree that my qualifications perfectly match your requirements, please call me at (555) 555-5555 to arrange an interview. Thank you for considering my credentials, and I look forward to learning more about this exciting opportunity.

Sincerely,

Patrick Abrams
Enclosure: Resume

RUFUS STEWART

IT Senior

1704 Maple Ave. | Sometown, IN 47250 | (555) 555-5555 | pat@anydomain.com

Date

Hiring Manager's Name
341 Company Address
Palo Alto, California, 94301
(xxx)xxx-xxxx
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

The first paragraph should contain a self-introduction. You should write who you are, where your expertise lies, where you found the job posting, and why you want to apply for the job.

The second paragraph should respond directly to the job description written by the hiring manager. Describe how your previous job experiences, skills, and abilities will allow you to meet the company's needs. To make that easier, you can (and should) literally include words and phrases from the job description in your cover letter.

- You can include a bulleted list of your accomplishments
- Make sure you quantify (add numbers to) these bullet points
- A cover letter with numbers is 100% better than one without

To go the extra mile, do some research about the company, and try to find out what they are doing — and why — given the current state of their industry. Explain how you can fit into that schema, and help push the company forward and achieve any goals you suspect they may have.

The final paragraph is called the “call to action” portion of your cover letter. Inform them that you'd love to get interviewed. Give them your contact information. Tell them that you'll be in contact with them in a week if you don't hear back. Thank them for spending the time to read your cover letter.

Sincerely,
Your Name



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Thank you Letters

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info@svarecruitment.com

Thank-You Letter Blank Example

[Your Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Dear [Name of Recipient], (Consider using Mr./Ms. and their last name)

[Instructions: This template provides structure and guidance for writing an Interview Thank You Letter. Simply replace information in brackets[] with your own information and text. For additional tips, examples and guidance on using this template, see the [Interview Thank You Letter](#) page on Vertex42.com.]

[Introduction - Start your letter off by expressing sincere appreciation for the chance to interview for the position. Also, communicate your excitement and interest in the position.]

[Use this paragraph to highlight your skills or qualifications that make ideal for the job. This is another chance to sell yourself.]

[Optional - This paragraph can be used to clarify a topic that may have gone poorly during the interview or to provide additional information not discussed during the interview.]

[Conclusion – Finish by reiterating your appreciation for the interview. You can also mention that you are looking forward to hearing from them or to the next step in the hiring process. Consider adding your phone number and indicating you would be willing to answer any additional questions.]

Sincerely, [or Respectfully,]

(Sign here for letters delivered by mail)

[Typed Name]
[Title]

Thank-You Letter Example

Your Name

1704 Maple Ave. | Sometown, IN 47250 | (555) 555-5555 | pat@anydomain.com

Date

Hiring Manager's Name
341 Company Address
Palo Alto, California, 94301
(xxx)xxx-xxxx
hiring.manager@gmail.com

Dear Hiring Manager,

I'm writing to thank you for interviewing me for the management trainee position at Lowell Companies. I'm excited about this opportunity, and I appreciate your time.

My experience in client services, along with my effective communication skills, time management, and public speaking abilities, make me an exceptional candidate to enter your management trainee program. I believe the program would enhance my skills and position me to be an effective manager in your company.

Again, thank you so much for the interview. Please feel free to contact me if you have any questions or if I can provide any additional information. My cell phone is 555-555-5555, and my email is lanira.applicant@email.com.

Sincerely,

Your Name

Thank-You Letter Example

Claudia Russo
123 Lorraine Dr.
Champaign, IL 61820

February 1, 20XX

Bruce McRae
Chair, Languages Dept.
Coe College
1220 First Avenue NE
Cedar Rapids, 52402

Dear Dr. McRae:

It was a pleasure speaking with you last Friday regarding the Assistant Professorship in Peninsular Spanish culture and literature. I wanted to let you know that I enjoyed meeting you and appreciate the time you took to interview me, particularly during such a busy time of year. I am excited about the opportunity to teach at Coe College, and I find the prospect of organizing a new study-abroad program an exciting challenge.

If you any further questions about anything we discussed during the interview, or something that appears on my CV, please do not hesitate to contact me at 217-333-5555. I look forward to hearing from you.

Sincerely,
Claudia Russo

NOTE:

If you neglected to mention important experience or would like to address any weaknesses, you may do so in an additional paragraph.



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Offer Acceptance Letters

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info@svarecruitment.com

Example of a Letter Accepting a Job Offer

Jason Burnett
87 Washington Street
Smithfield, CA 08055
(909) 555-5555
jason.burnett@email.com

August 17, 2020

Mr. Michael Hynes
Director of Human Resources
Smithfield Granite and Stonework
800 Marshall Avenue
Smithfield, CA 08055

Dear Mr. Hynes,

As we discussed on the phone, I am very pleased to accept the position of Advertising Assistant with Smithfield Granite and Stonework. Thank you again for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the Smithfield team.

As we discussed, my starting salary will be \$48,000 and health and life insurance benefits will be provided after 30 days of employment.

I look forward to starting employment on August 31, 2020. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you very much.

Handwritten Signature (hard copy letter)

Jason Burnett

Example of an Email Accepting a Job

Subject line: Janet Fieldstone - Job Offer Acceptance

Dear Mr. Campbell,

It was wonderful to speak with you on the phone yesterday about the Marketing Director role at ABC Company. I'm thrilled to formally accept this job offer. I'm looking forward to working with you, and the rest of the senior management team at ABC, on charting a new direction for marketing strategy.

As we discussed, my start date will be May 13, 2020, with an annual salary of \$65,000, and three weeks of paid leave annual. This salary does not include company-provided health insurance, which is effective on my start date.

I'm looking forward to seeing you next Monday. Please let me know if there is any paperwork or additional information you need from me beforehand, or if there is any documentation I should bring along on my first day.

I'm always available on email, but feel free to call if that's more convenient (555-555-5555).

Again, thank you so much for this opportunity.

Best,

Janet

Acceptance Letter Sample

1435 Lincoln Ave
Charleston IL 61920

Today's Date

Ms. Mary Lou Nelson
Manager of Human Resources
XYZ Corporation
2901 Glenwood Ave
Chicago IL 60429

Dear Ms. Nelson:

I am writing to confirm my acceptance of your employment offer on April 20 and to tell you how delighted I am to be joining XYZ Corporation in Chicago. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 am on July 1 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation. I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Sarah B. Rodriguez

Acceptance Letter Sample

Subject line: [*Your name* - Job Offer Acceptance]

Dear [Their name],

Thank you for your offer of [Job title] at [Company name]. I am delighted to formally accept the offer, and I am very much looking forward to joining the team.

As discussed, my starting salary will be [Agreed starting salary], rising to [Increased salary] following a successful probationary period of 3 months. I will receive [days] annual leave, and private health insurance after probation.

I can confirm that my starting date of employment will be [Start date]. If there is any additional information you need prior to this date, please let me know.

Once again, thank you very much for the opportunity, and I look forward to working with you.

Kind regards,

[Your name]



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Performance Appraisal

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25F, Langham Place, Mong Kok, Hong Kong
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Performance Appraisal Form (including supervisory skills)

Employee Name: Position:

Supervisor Name:

Department:

Review Period:

Date:

Instructions: Rate the employee's performance during the review period by checking the most appropriate numerical value in each section. To determine the overall performance rating, add the numerical values together and divide by eight (or 11 if the supervisor section was completed). Prior to the performance discussion with the employee, a detailed plan to address areas rated "needs improvement" or "unacceptable" must be submitted to the department head and human resources for review.

Rating scale:

- 5 Excellent (consistently exceeds standards)
- 4 Outstanding (frequently exceeds standards)
- 3 Satisfactory (generally meets standards)
- 2 Needs improvement (frequently fails to meet standards)
- 1 Unacceptable (fails to meet standards)

	5	4	3	2	1
Job knowledge Knowledge of products, policies and procedures; OR knowledge of techniques, skills, equipment, procedures, and materials.					
Quality of work Freedom from errors and mistakes. Accuracy, quality of work in general.					
Quantity of work Productivity of the employee.					
Reliability The extent to which the employee can be depended upon to be available for work, to complete work properly, and complete work on time. The degree to which the employee is reliable, trustworthy, and persistent.					
Initiative and creativity The ability to plan work and to proceed with a task without being told every detail and the ability to make constructive suggestions.					
Judgment The extent to which the employee makes decisions that are sound. The ability to base decisions on fact rather than emotion.					
Cooperation Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.					
Attendance Consistency in coming to work daily and conforming to scheduled work hours.					

Complete this section for employees with supervisory responsibilities:

	5	4	3	2	1
Planning and organizing The ability to analyze work, set goals, develop plans of action, utilize time. Consider the amount of supervision required and extent to which you can trust employees to carry out assignments conscientiously.					
Directing and controlling The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.					
Decision-making The ability to make decisions and the quality and timeliness of those decisions.					

Noteworthy accomplishments during this review period:

Areas requiring improvement in job performance (attach the performance improvement plan for any areas rated needs improvement or unacceptable):

Actions taken to improve performance from the previous review:

Professional development goals:

Add all numerical values from each category then divide by 8 (or 11 if the supervisor section was completed).

Overall performance rating: _____

Employee comments:

Signatures acknowledge that this form was discussed and reviewed.

Employee signature:

Date:

Supervisor signature:

Date:



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Resignation Letters

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+852 6700 6472
info@svarecruitment.com

Resignation Letter Sample

Your Name

142 Facebook Blvd.
Palo Alto, California, 94301 United States
(423)135-4624
Your.Name@gmail.com

Date

Hiring Manager's Name
341 Company Address
Palo Alto, California, 94301
(xxx)xxx-xxxx
hiring.manager@gmail.com

Dear (Manager's name)

Please accept this letter as formal notification of my resignation from (Company name). My last day with the company will be (date).

Before I leave, I will ensure that all my projects are completed as far as possible, and I am happy to assist in any way to ensure a smooth handover to my replacement.

I would like to thank you for the opportunity to work at (company) for (years of service). During this time I have thoroughly enjoyed the atmosphere within the team and I will miss our interactions.

While I am excited by the new opportunities that I will be pursuing, I will always remember my time at (company name) with affection. Please do not hesitate to contact me if you need further information after I leave, and I would be delighted if you stay in touch.

Kind regards,

(Your signature)

(Your printed name)

Resignation Letter Sample

[Your name]

[Your address]

[Your phone number]

[Your email address]

[Today's date]

[Your manager's name]

[Company name]

[Company address]

Dear [Manager's name],

Please accept this letter as confirmation of my resignation from the position of [Your position] at [Company name], effective from one month from today's date, [Today's date].

I am very thankful for the opportunities, guidance and ongoing support you have provided me.

I am keen to ensure that the transition is as smooth as possible, so please let me know how I can be of assistance.

Thank you again, and I wish you and [Company name] all the best for the future.

Yours sincerely,

[Your name]

Resignation Letter Sample: 24 Hours Notice

Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Employer's Name
Title
Organization
Address
City, State Zip Code

Dear Mr./Ms. Last Name:

Please accept this letter as notification that I am resigning from my job effective tomorrow (September 15). I apologize for not being able to give more notice. However, I regret that, due to circumstances beyond my control, I need to resign right away.

If possible, please forward my final paycheck to my home address (listed above).

Thank you for the support that you have provided me during my tenure with the company.

Sincerely,

Your Signature (hard copy letter)
Your Typed Name

Immediate Resignation Letter: Personal Reasons

Sheryl Lau
123 Main Street
Anytown, CA 12345
555-555-5555
sheryl.lau@email.com

September 1, 2019

Florence Lee
Business Development Manager
ACME Consultants
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee:

I regret to inform you that I am resigning from my position here immediately as a Business Development Consultant for personal reasons. My last day will be tomorrow. I know this is unexpected, but am happy to assist you in the replacement process to help alleviate the transition.

I cannot thank you enough for the opportunities this company has provided me. Working here for the last five years has been incredibly instrumental in my personal growth, and I will never forget the colleagues and friends I have made here.

I will miss both the customers and the company alike very much.

If there is anything I can do to help make this transition easier, please let me know. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies in making June 1 my final day here.

If necessary, I can be available for phone and email inquiries from home on a limited basis for the weeks following my departure date.

Thank you so much for your understanding in this matter. I have loved my job, and I will look back on my time here with wonderful memories.

Sincerely,

Sheryl Lau

Immediate Resignation Letter: With No Reason

Phillip Rodriguez
123 Main Street
Anytown, CA 12345
555-555-5555
phillip.rodriguez@email.com

September 1, 2019

Mr. Grayson Keeler
National Pride Bank
666 Heep Rd.
Newton, MA 02458

Dear Mr. Keeler:

Please accept this letter as my formal resignation from National Pride Bank as loan manager.

While my contract requires me to work until February 3, I would be obliged if I could cease work immediately. I will assume this is satisfactory unless otherwise noted.

Please let me know if I can be of assistance during the transition.

Respectfully yours,

Phillip Rodriguez

No Notice Resignation Letter Sample

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 notification that I am resigning from my position with ABCD Company on September 15. I apologize for not being able to provide two weeks' notice. I regret that, due to circumstances beyond my control, I need to resign immediately.

Please let me know what the process will be for receiving my last paycheck and remaining benefits. I am happy to collect the paycheck through Human Resources, or you could have them mail it to my home address.

Thank so much for the support that you have provided me during my tenure with the company. I greatly appreciate your years of guidance.

Sincerely,

Handwritten Signature (hard copy letter)

Your Typed Name

No Notice Email Message Resignation Example

Subject: Your Name - Resignation

Dear Mr./Ms. Last Name,

I regret to inform you that I am resigning from my position of customer service representative for Embassy International, effective Tuesday, August 14. I apologize for not being able to give a full two weeks' notice, but it will be necessary for me to leave before then. I will do my best to get as much of my work done in the meantime so the next employee will have a smooth transition.

Thank you so much for the time I've spent at this job. Embassy International continues to be an excellent and supportive company, and I will miss working here very much.

Sincerely,

Your Typed Name

Your Address

Your Phone Number

Resignation Letter: New Job Opportunity

Tina Rodriguez
123 Main Street
Anytown, CA 12345
555-555-5555
tina.rodriguez@email.com

May 1, 2018

Derrick Lee
Manager
PQR
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee:

I am writing to formally notify you of my resignation from my position at PQR. I was recently offered a new opportunity with a company headquartered very close to my home and have decided to take their offer.

Currently, I spend several hours a day commuting and this new opportunity will allow me more time with my family outside of work. My last day of employment with PQR will be May 31st.

My years at PQR have been some of the best of my life. I will miss my job and the incredible people I have had the pleasure of working with throughout the years.

I cannot thank you enough for all of the opportunities and experiences you have provided me during my time with the company.

I appreciate your support and understanding, and I wish you all the very best. Please let me know if I can be of any assistance during the last few weeks of my time here.

Sincerely,

Tina Rodriguez (signature hard copy letter)

Tina Rodriguez

Resignation Email: New Job Opportunity

Subject: Resignation – Firstname Lastname

Dear Mr. Michaels,

Please accept this as my notice of resignation from ABC Company, effective March 23, 20XX. I have been offered a new job opportunity with XYZ Company which will allow me to gain further management experience.

Thank you for all the experience I have gained working for you at ABC. I learned a lot about the business in the four years I've been here, and I appreciate the advice and support you have given me.

Please let me know what I can do to make this a smooth transition for the entire department.

Sincerely,

Firstname Lastname
firstnamelastname234@email.com
555-555-5555

Formal Short Notice Resignation Letter Example

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 resigning from my position with ABCD Company on Friday, August 9, 2019. I understand that two weeks' notice is standard; however, personal circumstances require that I leave my position at this company by the end of this week.

I am glad to provide any assistance I can during this transition.

Thank you for the opportunities for professional and personal development that you have provided me during the last five years.

I have enjoyed working for the agency and appreciate the support provided me during my tenure with the company.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

Career Change Letter of Resignation Example

Jacob Jones
123 Main Street
Anytown, CA 12345
555-555-5555
jacob.jones@email.com

September 1, 2018

Fred Lee
Director, Human Resources
Acme Industries
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee,

I regret to inform you that I am resigning from my position as Marketing Manager for Acme Industries. My last day of employment will be November 15.

I will be working for a local non-profit organization and look forward to the new direction of my career, even though I will miss my work with you.

Thank you for the support and the opportunities that you have provided me during the last several years. I have enjoyed my tenure with the company. If I can do anything to help ease the transition for my colleagues, please let me know.

I wish you and the company all the best. I do hope our paths cross again in the future.

Sincerely,

Jacob Jones

Resignation Letter Example: Relocation

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:

The purpose of this resignation letter is to inform you that I will be leaving my position with ABC Company, effective two weeks from now on October 1. I will be relocating to the New York City metropolitan area in the near future.

I have appreciated both being part of the ABC team and the opportunities that have been provided to me during the last several years. It has been a pleasure to work within the supportive, stimulating environment of our department, and I will truly miss the friends that I have made here.

Please let me know if I can be of assistance during the transition. You can reach me at the above address if you have any questions or need any further information.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

Email Resignation Example: Relocation

Subject: Your Name—Resignation

Dear Ms./Mr. Supervisor,

Please consider this letter as formal notification of my resignation from XYZ Inc., effective March 15, 20XX. I will be relocating to Seattle, WA, in the spring in order to be closer to my family.

Any written correspondence can be mailed to me in care of Name, 234 Main St., Seattle, WA 98101, until further notice.

Thank you for all the opportunities and experiences I have gained while at XYZ.

I have enjoyed being a part of the marketing team and wish you all the best. If there is anything I can do to help with your transition to my replacement, please let me know.

Sincerely,

Firstname Lastname



IT AND TECHNOLOGY RECRUITMENT
SPECIALISTS IN APAC

Our Team

Silicon Valley Associates Recruitment

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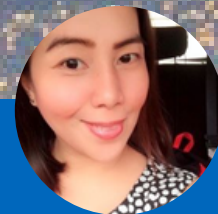
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Silicon Valley Associates is ideally positioned to support the continual demand from tech companies and IT Departments looking to hire in Hong Kong, Asia, and Worldwide. Please let us know if you would further advise on the above topic or your hiring needs.

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