

EMPLOYEE RESIGNATION LETTER

To: _____
From: _____
Subject: _____

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position at [Company Name], effective two weeks from today. This decision was not made lightly, and I am grateful for the opportunities for professional and personal development that I have received during my tenure with the company.

Please consider this letter as the official notice required by my employment agreement. My last working day will be [Last Working Day], which complies with the notice period obligations.

During the remaining time, I am committed to ensuring a smooth transition of my responsibilities. I am willing to assist in training my replacement and will do everything possible to complete outstanding tasks.

I appreciate the support and guidance provided to me and wish the company continued success in all its endeavors.

Sincerely,

[Employee's Printed Name]

[Employee's Signature]

Acknowledgment of Receipt:

Received by:

Date:

Signature:

Legal Notice:

This resignation letter is intended as a formal notification of voluntary termination of employment. It complies with applicable U.S. employment laws and any contractual obligations between the employee and employer. Submission of this letter does not waive any rights or obligations under applicable federal, state, or local laws. Employees and employers should consult legal counsel for advice regarding specific circumstances.

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