

RESIGNATION LETTER

Your Name: _____
Your Address: _____
City, State, ZIP: _____

Recipient Name: _____
Company Name: _____
Company Address: _____

Dear [Recipient Name],

I am writing to formally notify you of my resignation from my position at [Company Name], effective two weeks from the date of this letter.

This decision was not made lightly, and I am truly grateful for the opportunities and experiences I have gained during my employment. The support and guidance I received have greatly contributed to my professional and personal growth.

Please consider this letter as my official notice of resignation. I am committed to ensuring a smooth transition and will do everything possible to complete my current responsibilities and assist in training my successor.

I wish the company continued success and hope to maintain a positive relationship moving forward.

Thank you once again for the opportunity to be a part of [Company Name].

Sincerely,

Signature:

Date:

Your Printed Name

Please let me know if there is any assistance I can provide during the transition period.

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