

NOTICE OF RESIGNATION LETTER

To: _____

Company Name: _____

Company Address: _____

Dear: _____

I am writing to formally notify you of my resignation from my position at the company, effective immediately upon the expiration of my notice period as required by company policy and applicable laws.

This decision has not been made lightly, as I have valued the opportunities for professional and personal development that the company has provided me during my tenure.

I am committed to ensuring a smooth transition of my duties and responsibilities prior to my departure, and I am willing to assist in any way necessary to facilitate this process.

Please consider this letter as my official notice of resignation, in accordance with the terms of my employment agreement and the governing laws of the United States.

I would like to express my sincere gratitude for the support, guidance, and opportunities that have been extended to me during my time with the company.

I wish the company continued success in all its future endeavors.

Sincerely,

Employee Name: _____

Employee Signature: _____

Position/Title: _____

Contact Information: _____

Notice Period: _____

Last Working Day: _____

Received By (Employer):

Date of Receipt:

Name:

Signature:

Position/Title:

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