

## PROPER RESIGNATION LETTER

To: \_\_\_\_\_

Position/Department: \_\_\_\_\_

Dear \_\_\_\_\_ :

I am writing to formally resign from my position at the company, effective two weeks from the date this letter is received. This decision has been made after careful consideration and is final.

I want to express my sincere gratitude for the opportunities and support provided to me during my tenure. My experience here has been invaluable, and I appreciate the professional growth I have achieved.

During the remainder of my time with the company, I am committed to ensuring a smooth transition of my responsibilities. Please let me know how I can assist in training my replacement or transferring duties.

I acknowledge my ongoing obligation to maintain the confidentiality of all proprietary and sensitive information obtained during my employment, in accordance with company policies and applicable law.

Please confirm receipt of this letter and the effective date of my resignation. Thank you once again for the opportunity to be a part of the team.

**Sincerely,**

**Employee's Signature**

**Date**

Signature: \_\_\_\_\_

**Notice:**

This letter is submitted voluntarily and constitutes a binding resignation under applicable United States law. The employee affirms that this decision is made without coercion and with full understanding of any consequences. All company property must be returned prior to or on the last day of employment.

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