

RESIGNATION LETTER

Recipient Name: _____

Recipient Title: _____

Company Name: _____

Company Address: _____

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day].

This decision was not made lightly, and I have deeply appreciated the opportunities for professional and personal development that I have experienced during my time here.

I am committed to ensuring a smooth transition of my responsibilities before my departure. I am willing to assist in training my replacement and to provide any necessary documentation or support to facilitate this process.

Thank you for the support, guidance, and encouragement you have provided me during my tenure with the company.

Please let me know how I can help during this transition period.

I wish [Company Name] continued success in all its future endeavors.

Sincerely,

Employee Signature

Signature: _____

Printed Name: _____

Date: _____

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