

SHORT RESIGNATION LETTER

Sender Information:

Full Name: _____
Position/Title: _____
Department (if applicable): _____

Recipient Information:

Full Name: _____
Position/Title: _____
Company Name: _____

Effective Date of Resignation: _____

Dear [Recipient's Name],

Please accept this letter as my formal resignation from my position at [Company Name]. I hereby resign from all duties and responsibilities effective as of the date stated above. I appreciate the opportunities for professional development that I have been given during my time here.

I am committed to assisting in the transition of my responsibilities to minimize disruption. Please inform me of any specific steps you would like me to take during this period.

Thank you for the support and guidance during my tenure with the company. I wish the organization continued success in all future endeavors.

Sincerely,

Signature:

Date:

Printed Name:

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