

# STANDARD RESIGNATION LETTER

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

**Dear [Recipient Name],**

## **Subject: Resignation from Position**

Please accept this letter as formal notice of my resignation from my position at [Company Name], effective two weeks from the date of this letter. I intend to fulfill my duties and assist in the transition process during this period.

## **Reason for Resignation**

After careful consideration, I have decided to pursue other professional opportunities that align with my long-term career goals. This decision was not made lightly, and I am grateful for the experience and opportunities provided to me during my tenure.

## **Transition Assistance**

I am committed to making this transition as smooth as possible. I will complete any outstanding projects and provide any necessary training to my replacement or team members as needed.

## **Final Settlement and Benefits**

Please advise on the procedures regarding the final paycheck, benefits, accrued leave, and any other relevant matters. I would appreciate confirmation of my last working day and any paperwork I need to complete.

## **Acknowledgment**

I want to express my sincere gratitude for the support, guidance, and opportunities offered to me during my time at [Company Name]. I have enjoyed working with the team and wish the company continued success in the future.

## **Closing**

Please let me know if there is anything further I can do to assist during this transition period.

Sincerely,

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

<b>Employer Acknowledgment</b>
I acknowledge receipt of this resignation letter.
Signature: _____
Print Name: _____

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