

HEARTFELT RESIGNATION LETTER

To:

Position/Title:

Company Name:

From:

Employee Name:

Position/Title:

Dear [Recipient's Name],

I am writing to formally notify you of my decision to resign from my position at [Company Name], effective immediately upon receipt of this letter or within the notice period as required by company policy or contractual obligations.

This decision was not made lightly. After careful consideration, I believe it is in my best personal and professional interest to pursue new opportunities and challenges that align with my long-term career goals.

I want to express my deepest gratitude for the invaluable experience, support, and encouragement I have received during my tenure here. Working at [Company Name] has been an enriching and rewarding chapter in my career.

I am committed to ensuring a smooth transition and will gladly assist in transferring my responsibilities and training my replacement to the best of my abilities within the notice period stipulated.

Please consider this letter as my formal resignation in accordance with applicable United States employment laws and the terms of my employment agreement. I trust this notice period will suffice to complete all necessary arrangements.

I wish the company continued success and growth in all future endeavors. I hope to maintain a positive professional relationship and remain open to future collaboration where appropriate.

Thank you once again for the opportunity to be part of [Company Name]. Should you require any further information or assistance during this transition, please do not hesitate to contact me.

Sincerely,

Employee Signature:

Date:

Contact Information for Further Correspondence:

Email: _____

Phone: _____

Mailing Address: _____

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