

LETTER OF RESIGNATION

To: _____

Company Name: _____

Address: _____

Dear: _____

Please accept this letter as formal notice of my resignation from my position at the company. I hereby submit my resignation and intend to conclude my employment in accordance with the terms of my employment agreement and applicable laws. I will continue to perform my duties diligently and assist in the transition process to ensure a smooth handover. I appreciate the opportunities for professional and personal development that have been provided to me during my tenure here.

Last Working Day: _____

I am committed to cooperating fully to make this transition as easy as possible for the team and the company. Please let me know if there is anything specific I can do during my notice period. I wish the company continued success and growth.

Sincerely,

Employee Name:

Signature: _____

Date:

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