

SIMPLE LETTER OF RESIGNATION

To: _____

From: _____

Dear [Supervisor/Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective immediately upon your receipt of this letter. I appreciate the opportunities for professional and personal development that I have received during my time with the company. I am committed to ensuring a smooth transition and will assist in transferring my responsibilities appropriately.

Notice Period:

I understand that this resignation is effective immediately, and I waive any requirement for prior notice. If required, I am willing to discuss a mutually agreeable transition period.

Return of Property:

I will return all company property, including but not limited to keys, documents, electronic devices, and access cards, on or before my last working day.

Confidentiality:

I reaffirm my commitment to comply with all confidentiality agreements and company policies related to proprietary information.

Final Compensation:

I understand that my final paycheck will include all earned wages and accrued benefits up to the effective date of resignation, in accordance with applicable laws.

Acknowledgement:

This letter serves as my formal notice of resignation and is intended to be legally binding under United States employment laws.

Thank you again for the opportunity to have been a part of [Company Name]. I wish the company continued success in the future.

Sincerely,

Employee Signature

Date

Signature: _____

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