Resignation Letter

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Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter serves as my formal notice of resignation as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am grateful for everything that I have learned and experienced in this company. The opportunities while working here honed my skills and abilities. Working here at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been a great pleasure alongside professional colleagues and superiors.

I hope this notice period is enough for you to find a suitable replacement for my position. Please let me know if my assistance is needed for the transition such as assisting or training the replacement. If there are other ways to help, please inform me.

Thank you once again for the experience and I hope all goes well for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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