

Resignation Letter

_____, _____
_____, _____

_____, _____
_____, _____

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,

