**Professional Job Resignation**

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

I am beyond grateful that I have spent \_\_\_\_\_\_\_\_\_ working with your office. However, with this letter, I formally inform you of my resignation from the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

The journey was not light. However, it was worth every weight. \_\_\_\_\_\_\_\_\_ is quite long. I have learned so much from you and my colleagues. I thank you and the rest for trusting me to help the company operate at its best through ups and downs. I decided to resign because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I hope that the notice-period is sufficient for you to find my replacement. If in any means, I can help you in this transition, I would be willing to lend a hand as much as I can. Please inform me if you have any questions regarding this letter. I would be pleased to provide you with clarification.

Respectfully,

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

Name and Signature of Sender