

Professional Job Resignation

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