

## Printable Resignation Letter

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

This letter represents my official notice of resignation from my position of \_\_\_\_\_ with \_\_\_\_\_ be made final on \_\_\_\_\_.

It has been with great pleasure to be alongside the individuals at \_\_\_\_\_ and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice-period is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

\_\_\_\_\_,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

