

# PROFESSIONAL RESIGNATION LETTER

To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Dear: \_\_\_\_\_

Please accept this letter as formal notice of my resignation from my position at the company, effective two weeks from the date of this letter.

**Reason for Resignation:**

After careful consideration, I have decided to pursue other professional opportunities and personal growth that align with my long-term career goals.

I want to express my sincere gratitude for the opportunities and experiences I have gained during my tenure. I appreciate the support and guidance provided by management and colleagues.

I am committed to making this transition as smooth as possible and am willing to assist in training my replacement or transferring my responsibilities during the notice period.

Please let me know if there are any additional steps I should take before my departure. I hope to maintain a positive relationship and wish the company continued success.

Sincerely,

Signature: \_\_\_\_\_

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

This resignation letter is intended to comply with applicable Canadian employment laws and serves as a formal notice of termination of employment.

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