

LETTER OF RESIGNATION

Location: _____ Date: _____

To:

Name of Supervisor / Manager: _____

Company Name: _____

From:

Your Full Name: _____

Your Position / Title: _____

Subject:

Resignation from Position

Dear Sir/Madam,

Please accept this letter as my formal resignation from my position at the company. I hereby provide notice of my resignation in accordance with applicable employment laws and company policy. My last working day will be on the date mutually agreed upon, allowing for the required notice period.

I am committed to ensuring a smooth transition of my duties and responsibilities, including assisting in training my replacement or handing over tasks as appropriate.

I thank the company for the opportunities for professional and personal development that have been provided to me during my time here. I have appreciated working with my colleagues and management.

Please let me know if there are any procedures or paperwork I must complete before my departure.

Sincerely,

Employee Signature

Employer Signature

Signature: _____

Signature: _____

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