

LETTER OF RESIGNATION

_____, _____

_____, _____

Dear _____,

Please accept this letter as formal notice of resignation from my position as _____ at _____, effective _____.

I appreciate the opportunities for growth and development you have provided during my tenure at _____, and thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the company all the best.

Sincerely,
