

Basic Resignation Letter

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Employer's Name]
[Employer's Address]
[City, State ZIP Code]

Dear [Employer's Name],

Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date].

Thank you for the opportunity to work with [Company Name], and I am grateful for the experience and knowledge gained during my time here. I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work.

Please let me know if there is anything else I can do to assist with the transition.

Sincerely,

[Your Name]

Sample Resignation Letter From A Team

H Kauffman



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