

RESIGNATION LETTER

To: _____

From: _____

Subject: Resignation from Position

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with [Company Name]. Please accept this letter as my official notice of resignation, effective immediately upon receipt or as mutually agreed upon.

This decision was made after careful consideration and is final. I appreciate the opportunities and experiences I have gained while working at [Company Name]. I am committed to assisting with the transition process to ensure a smooth handover of my responsibilities.

I acknowledge that I will comply with all company policies regarding resignation, including but not limited to returning company property and maintaining confidentiality obligations as outlined in any signed agreements.

Thank you for your understanding. I wish [Company Name] continued success in the future.

Sincerely,

[Your Full Name]

Employee Signature

Date

Signature: _____

Date: _____

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