



RESIGNATION LETTER

Dear _____,

FROM

Please accept this letter as formal notification of my resignation from the position of _____, effective _____.

I thank you for all the support and opportunities you have provided me during my time at _____ and am grateful for the encouragement you have given me to pursue my personal and professional development.

TO

Over the next _____, I will do everything I can to complete pending tasks and incomplete projects, and I am willing to assist in the process of hiring and training my replacement. Please let me know if there is anything else I can do to help during this transition period.

Sincerely,

Signature