

STANDARD RESIGNATION LETTER EXAMPLE

August 17, 2022

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date of the letter]. I have thoroughly enjoyed my time working here and am grateful for the opportunities for professional and personal development that you and the company have provided me.

I have learned a great deal during my tenure at [Company Name], and I appreciate the support and guidance from my colleagues and superiors. However, after careful consideration, I have decided to [state reason for resignation, such as pursuing a new career opportunity, furthering my education, or addressing personal priorities].

I am committed to ensuring a smooth transition during my notice period. I am more than willing to assist in training a replacement or passing on my responsibilities to a designated colleague. I will make every effort to complete any outstanding projects and ensure that all necessary documentation is organized for a seamless handover.

I would like to express my gratitude for the opportunities for professional and personal development that you and the company have provided me during my time here. I have enjoyed working at [Company Name] and appreciate the support and encouragement I've received.

I am grateful for the experiences and skills I have gained and will carry them with me throughout my career. I value the relationships I've formed during my time here and hope to stay in touch.

Thank you again for the opportunities, and I wish the company continued success in the future.

Sincerely,
[Your Name]

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