

LETTER OF RESIGNATION

\_\_\_\_\_

Dear \_\_\_\_\_,

Please accept this letter as my formal resignation from my role as \_\_\_\_\_.  
My last day with \_\_\_\_\_ will be \_\_\_\_\_.

To ease the transition after my departure, I am happy to assist you with any training tasks during my final weeks on the job. I intend to leave thorough instructions and up-to-date records for my replacement.

I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here. I am grateful for the time I have spent on our team and the professional relationships I’ve built. It has been a pleasure working for you, and I hope our paths will cross again in the future.

Sincerely,

\_\_\_\_\_  
  
\_\_\_\_\_