

SAMPLE RESIGNATION LETTER

3rd May 2024

Dear [Recipient's Name],

I hope this email finds you well. I am writing to formally submit my resignation from my position as [Your Current Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the email].

I sincerely appreciate the opportunities and experiences I have gained during my time at [Company Name]. It has been a pleasure working with such a talented and dedicated team. I have learned a lot and will always cherish the memories and relationships I have built here.

Please let me know how I can facilitate a smooth transition during my notice period. I am more than willing to assist in training my replacement or completing any pending tasks.

Thank you for your understanding and support. I am grateful for the knowledge and growth I have gained thanks to [Company Name].

Yours sincerely,
[Your Full Name]



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