



Dear _____:

I am writing to you this letter as notice of resignation as _____
of _____ effective _____.

This decision isn't easy for me to make. _____

I enjoyed my time at _____. During my tenure, I have learned a tremendous amount of knowledge and skills to work efficiently in my position. I know as well that these skills can be utilized in my future endeavors. I will forever appreciate the opportunity given to me here and I want to thank you for it.

With my remaining days in _____. I will gladly help in any way to help make the transition easier. If there is anything I can do to be of assistance, please let me know.

Thank you once again for the positive experiences I have had in _____, and I look forward to staying in contact with you in the future.

Sincerely,



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