

SIMPLE RESIGNATION LETTER

FROM

TO

Dear _____,

I would like to formally submit this letter of resignation from my current position which is _____ . My last day shall be _____ .

I am resigning due to _____ . This was a tough decision. I learned a lot of knowledge, experience, and skills here in _____ for the last _____ .

I enjoyed _____ during my time in this Company. I will surely treasure all those memories.

It has been my pleasure working with the company. If you need any help in the transitioning of my replacement, let me know.

I wish the company all the best in future endeavors.

Sincerely,



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