



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,

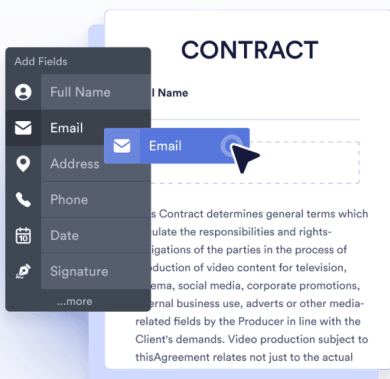


Thanks for using **Simple Resignation Letter!** To edit this PDF with **Jotform Sign**, sign up for a free Jotform account today.

[EDIT PDF](#)

Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.



JOTFORM PDF EDITOR

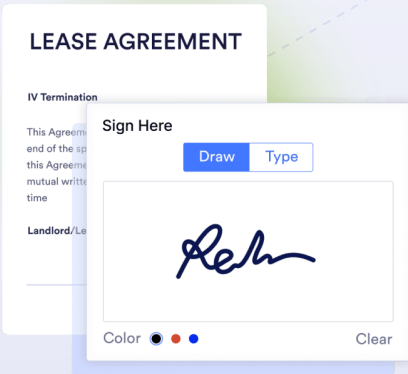
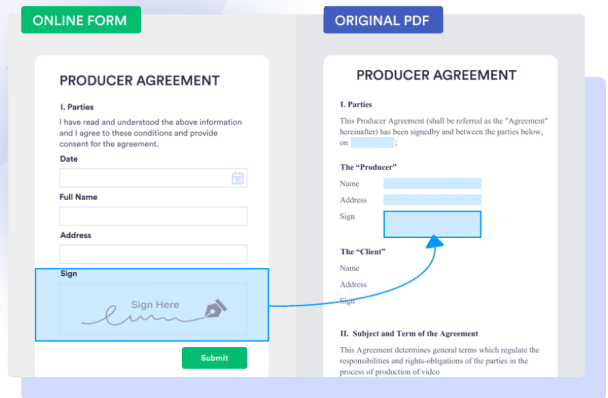
Turn form submissions into PDFs automatically — ready to download or save for your records.

[Go to PDF Editor >](#)

SMART PDF FORMS

Convert your PDF files into online forms that are easy to fill out on any device.

[Go to Smart PDF Forms >](#)



JOTFORM SIGN

Collect e-signatures with Jotform Sign to automate your signing process.

[Go to Jotform Sign >](#)

These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.