

# LETTER OF RESIGNATION

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\_\_\_\_\_, \_\_\_\_\_

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

Please accept this letter as formal notice of resignation from my position as \_\_\_\_\_ at \_\_\_\_\_, effective \_\_\_\_\_.

I appreciate the opportunities for growth and development you have provided during my tenure at \_\_\_\_\_, and thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the company all the best.

Sincerely,

\_\_\_\_\_