

LETTER OF RESIGNATION FROM EMPLOYMENT

Dear (Your Employer),

I'm writing to inform you that I am resigning from my position as (your position at the time of resignation) for (Name of the company), effective from (Date of effective resignation preferably after the notice period).

I am grateful for the opportunity to learn from you and the team. Thank you for your support, mentorship, and guidance over the past (years of work) years.

If I can be of any assistance during the transition, please let me know.

Best regards,

Your name
(Your personal Email)
(Personal Phone number)