



Professional Resignation Letter

_____, _____

Dear _____,

I am writing to you this letter to formally inform you that I am resigning from my position as _____ for the _____, effective _____.

Through this letter, I also would like to thank you for the opportunities, learnings, and support that you have provided me during my tenure with the Company. I am more than grateful for your guidance and encouragement in pursuing my growth, professionally, and personally.

During the remaining weeks, I will complete all of my pending tasks. Further, I am willing to assist in the training and in giving further assistance for the proper and seamless transition of my tasks and duties to my successor. Please let me know so I can help however I can.

Sincerely,

Signature



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