

**FROM** 

TO

## **RESIGNATION LETTER**

Dear ,
Please accept this letter as formal notification of my resignation from the position of , effective .
I thank you for all the support and opportunities you have provided me during my time at and am grateful for the encouragement you have given me to pursue my personal and professional development.
Over the next , I will do everything I can to complete pending tasks and incomplete projects, and I am willing to assist in the process of hiring and training my replacement. Please let me know if there is anything else I can do to help during this transition period.
Sincerely,
Signature