

## SIMPLE AND SHORT RESIGNATION LETTER

[DATE]

Dear [RECIPIENT NAME],

This is to inform you that I am resigning from the position of [YOUR DESIGNATION] which will be effective on [DATE 1]. I hope for your kindest consideration on the matter. Please let me know if I could be of any assistance in the transition process. I would be glad to help you in any way I can.

Thank you for giving me the wonderful opportunity to work for and with you. I wish the company all the success in the future.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]

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