

RESIGNATION NOTICE LETTER

From: _____

Address: _____

Address: _____

Phone: _____

E-Mail: _____

Date: _____

To: _____

Address: _____

Address: _____

Phone: _____

E-Mail: _____

Dear _____,

This letter is the official resignation from my title of _____ with _____. I announce my _____ weeks' notice ending on the _____ day of _____, 20____.

It has been with great pleasure to be with the individuals I had the opportunity to work with and will always appreciate the experience and knowledge gained during my time here.

Please know I will be of any help that I have time for to train or assist the person that will take over my position.

Sincerely,
