

## Resign Letter PDF

Wednesday, 24 August 2022

Dear <Sir/Mam> <Mr./Ms.> < name of your supervisor / boss name> ,

I am writing this to inform that after a lot of consideration, I would like to submit my resignation from my position as <designation> effective <mention date>. Please accept this letter as a formal notification of my resignation from <Company Name>.

I would like to personally thank you for giving me such an amazing opportunity to work with <company> from the past <mention the time period of employment>. My journey has been full of learning and I thoroughly enjoyed working under your guidance.

My last working day would be <date> considering the notice period of <days>. During my notice period, I hope to ensure a smooth transition by wrapping up all my currently ongoing projects as well as train my successor. Kindly let me know if there's anything else I can do to aid a smooth transition.

I wish you and all the amazing colleagues' success in times to come, and hope to stay in touch in the future.

Yours Sincerely,

<Your name>