

RESIGNATION LETTER

To: _____

Company Name: _____

Company Address: _____

Dear _____ ,

I am writing to formally notify you of my decision to resign from my position at

_____, effective

_____ day of _____ ,

20 _____. This decision was not made lightly and comes after careful consideration of my career goals and personal aspirations.

My last working day will be _____ day of

_____, 20 _____ ,

which provides a notice period of _____ weeks, as per the terms of my employment contract. I am committed to ensuring a smooth transition and will do my utmost to hand over my responsibilities effectively. I am willing to assist in training my successor and will ensure that all my current projects are up to date before my departure.

I would like to express my gratitude for the opportunities I have been given during my time at

_____. Working under your guidance has been a rewarding experience, and I appreciate the support and encouragement I have received from you and my colleagues.

Please let me know how I can assist during this transition. I hope to maintain a positive relationship moving forward and look forward to staying in touch.

Thank you once again for the opportunity to be a part of _____ . I wish the company continued success in the future.

Sincerely,

Signature: _____

Date: _____

Print Name: _____

GOVERNING LAW AND JURISDICTION: This letter shall be governed by and construed in accordance with the laws of the State of _____ .

SEVERABILITY: If any provision of this letter is held to be invalid or unenforceable, the remaining provisions shall continue to be valid and enforceable.

ENTIRE AGREEMENT: This letter constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.

NOTICE PROVISIONS: Any notice required or permitted under this letter shall be in writing and shall be deemed to have been duly given if delivered personally or sent by certified mail, return receipt requested, to the addresses specified above.

AMENDMENT PROCEDURES: This letter may not be amended or modified except by a written agreement signed by both parties.

TERMINATION CONDITIONS: This resignation is subject to the acceptance of the notice period as stipulated in the employment contract. Any deviation from the agreed notice period must be mutually agreed upon in writing by both parties.

Signature: _____

Date: _____

Print Name: _____

Witness Signature: _____

Date: _____

Print Name: _____

Notary Public Signature: _____

Date: _____

Print Name: _____

Commission Expiry Date: _____