

# RESIGNATION LETTER

**Employee's Name** \_\_\_\_\_

Employee's Job Title \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Employer's name:** \_\_\_\_\_

Employer's Representative's name, if any: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to inform You that I will resign from my position as a \_\_\_\_\_ with \_\_\_\_\_ [Employer's name] due to \_\_\_\_\_. My last work day will be \_\_\_\_\_.

It was a great pleasure for me to work with your Company. I hope the notice period is enough for you to find a replacement. Furthermore, let me know of any assistance I can provide to the person who will hold my position.

Sincerely,

Employee's Name and Signature

\_\_\_\_\_