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Resignation letter template



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R E S I G N A T I O N L E T T E R

resignation

Date · _____

To · _____ [Line Manager / HR]

Dear · _____

Notice · I hereby give ____ weeks' notice of my resignation from my position as ____, effective from ____.

Final working day · ____ (notice period end date)

Transition · I am committed to a smooth handover during my notice period.

Close · Yours sincerely · _____

L E A V E P R O F E S S I O N A L L Y — Y O U W I L L
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