

Conditional Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally submit my resignation from my position at [Company Name], effective [Last Working Day], contingent upon the fulfillment of the conditions outlined below.

I would like to continue working with the team until [specific condition, e.g., project completion, transition period], and I hope we can reach an agreement regarding my transition responsibilities. I believe this would ensure a smooth handover and maintain the integrity of the ongoing work.

Please let me know if we can discuss my resignation under these conditions. I value my time at [Company Name] and wish to part ways with the company on mutually agreeable terms.

Thank you for your understanding.

Sincerely,
[Your Name]