

# Notification of Staff Resignation

Date: [Insert Date]

To: [Management's Name/Department]

From: [Your Name]

Subject: Staff Resignation Notification

Dear [Management's Name],

I am writing to formally inform you that [Employee's Name], [Employee's Position], has submitted their resignation effective [Last Working Day, e.g., two weeks from the date of this letter].

We appreciate the contributions that [Employee's Name] has made during their time with us and wish them the best in their future endeavors. Please let me know if there are any steps we need to take to facilitate this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]