

# Notice of Resignation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Hotel/Restaurant Name]

[Hotel/Restaurant Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Hotel/Restaurant Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work alongside such a talented team and have gained invaluable experience during my time here. I am grateful for your support and mentorship throughout my tenure.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in good order for the next team member.

Thank you once again for everything.

Sincerely,

[Your Name]