

Withdrawal from Hospitality Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Hotel/Restaurant Name]

[Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally withdraw from my hospitality position at [Hotel/Restaurant Name], effective immediately. I appreciate the opportunity given to me and the experiences I've gained during my time here.

Please let me know if there is anything I need to complete before my departure.

Thank you once again for your understanding.

Sincerely,

[Your Name]