

Employee Exit Notice

Date: [Insert Date]

To: [Insert Supervisor's Name]

From: [Insert Your Name]

Subject: Exit Notice

Dear [Supervisor's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities and experiences I've had during my time with [Company Name].

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you for your support and understanding. I hope to stay in touch.

Sincerely,

[Your Name]

[Your Contact Information]