

# Employee Exit Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day]. This decision was not easy and took a lot of consideration.

I appreciate the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I am grateful for the support and guidance you have offered.

Please let me know how I can assist during the transition period. I would like to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]