

# Exit Letter

Date: [Insert Date]

To,

[Company Head's Name]

[Company Name]

[Company Address]

Dear [Company Head's Name],

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

While I have enjoyed working at [Company Name] and appreciate the opportunities I have been given, I have decided to pursue a different path that aligns better with my career goals.

Thank you for the support and guidance you have provided during my tenure here. I am grateful for the experiences I have gained working under your leadership.

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

Thank you once again. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]