

Leaving Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

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

I have greatly appreciated the opportunities and support I have received during my time at the company. I am grateful for the experiences and relationships I've built here.

I am committed to ensuring a smooth transition and will do everything possible to hand off my duties efficiently before my departure.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]