

OFFICIAL RESIGNATION LETTER

From

Date _____

To

Dear _____,

I would like to inform you of my intention to resign from _____ at _____, effective two weeks from today, _____, 20____.

I appreciate the opportunities that were given to me during my tenure.

Please let me know any assistance you'll require from me during the resignation period. I am more than willing to train any new staff or employees to initiate a proper transfer.

Thank you,
