

# Resignation Letter

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Date: \_\_\_\_\_

Company: \_\_\_\_\_

Dear \_\_\_\_\_

I would like to inform you of my intention to resign from \_\_\_\_\_ at, \_\_\_\_\_ effective two weeks from today, \_\_\_\_\_.

I appreciate the opportunities you gave me during my tenure at \_\_\_\_\_ .

Please let me know what assistance you'll require from me during this week.

Thank you,

Acknowledgement

Received by:

Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_