

Formal Notice of Resignation Letter Form Sample PDF

This **formal notice of resignation letter** form sample PDF provides a professional template to help employees clearly communicate their intent to resign. It ensures all essential details are included, making the transition smooth for both parties. Download the PDF to efficiently draft a respectful resignation letter.

Sample Formal Notice of Resignation Letter

Full Name:

Position/Title:

Company Name:

Date:

Manager/Supervisor's Name:

Last Working Day:

Message:

Dear [Manager/Supervisor's Name],
I am writing to formally notify you of my resignation from
my position as [Position/Title] at [Company Name],
effective [Last Working Day, e.g., two weeks from the date
above].
I appreciate the opportunities I have had during my tenure
and thank you for your guidance and support.
Please let me know how I can assist during this transition.



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