
Formal Resignation Letter to HR Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[HR Manager's Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hereby tender my formal resignation from the role of [Your Position], effective [End Date]. Please consider this letter as a formal notice and guide me through the exit procedures as stipulated by [Company Name].

I am committed to cooperating fully during this transition phase.

Thank you for your assistance and understanding.

Regards,

[Your Name]