
Resignation Notice Period Letter

Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

With mixed emotions, I submit my resignation from the position of [Your Position] at [Company Name]. As per the employment agreement, I will serve the stipulated notice period, which will end on [End Date of Notice Period].

I am grateful for the opportunities and experiences this company has offered. I assure you of my commitment to ensuring a seamless transition.

Thank you once again, and I look forward to any future collaboration.

Warm regards,

[Your Name]