
Staff Resignation Notice Letter Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

It is with mixed emotions that I am resigning from my position at [Company Name], effective [last working day's date]. Working alongside my colleagues has been a privilege, and I've cherished our team's camaraderie.

I am dedicated to assisting wherever I can to make the transition process as fluid as possible.

Thank you for the memories and learnings.

Warmly,

[Your Name]