

GOOD RESIGNATION LETTER

To: _____
Position: _____
Company: _____

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position at the Company. I have appreciated the opportunities for professional and personal development that you have provided me during my time with the Company.

This decision was not easy and took careful consideration. I am grateful for the support and guidance I have received, and I am proud of the work we have accomplished together.

I intend to continue to perform my duties to the best of my ability during the notice period and assist in making the transition as smooth as possible. I am willing to help train my replacement and ensure a proper handover of my responsibilities.

Please let me know how I can assist during this transition. I wish the Company continued success in all its future endeavors.

Thank you again for the opportunity to work with such a dedicated team.

Sincerely,

Signature

Printed Name: _____
Position: _____
Contact Information: _____

This resignation letter is submitted voluntarily and without coercion. I affirm that I have no outstanding obligations or claims against the Company and that all my obligations and duties will be fulfilled through the effective date of my resignation. This letter is intended to be legally binding and enforceable under United States law.

EMPLOYEE SIGNATURE

MANAGER / HR SIGNATURE

Signature:

Signature:

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