

Car Driver Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing this letter to formally announce my resignation from my position as a car driver at [Company/Organization Name], effective two weeks from today's date. My last working day will be [Last Working Day], and I will ensure a smooth transition of my responsibilities during this notice period.

I have thoroughly enjoyed my time working as a car driver with [Company/Organization Name]. Over the [duration of employment], I have had the opportunity to serve the company, its clients, and colleagues. I am grateful for the support, camaraderie, and the valuable experiences I have gained during my tenure.

However, after much contemplation, I have decided to pursue other career opportunities that align with my personal and professional goals. This decision was not made lightly, and I genuinely appreciate the opportunities and experiences I have had here.

During my notice period, I am committed to completing any pending assignments, assisting with the transition of my duties, and providing adequate training to my successor, if required. Please let me

know how I can be of help to ensure a seamless handover process.

I would like to take this opportunity to thank [Recipient's Name] and the entire management team for their guidance and support throughout my time at [Company/Organization Name]. I am leaving with cherished memories and fond appreciation for all the wonderful colleagues I have worked with.

Please consider this letter as my formal resignation in accordance with the notice period stated in my employment contract. I am more than willing to participate in an exit interview if desired.

Thank you again for the opportunity to be a part of [Company/Organization Name]. I wish the company continued success and prosperity in the future.

Sincerely,

[Your Name]