

Official Corporate Resignation Notification

Subject: Official Employee Resignation Notification

Dear Colleagues,

Please be informed that [Employee Name] has tendered their resignation from [Company Name], effective [Last Working Day]. This notice is issued to ensure a smooth transition of responsibilities and to acknowledge [Employee Name]'s contributions during their tenure.

Kindly extend your support and best wishes as [Employee Name] moves forward in their career.

Regards,

[Your Name]

[Your Position]

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