

Quality Control Resignation Letter

Subject: Resignation from Quality Control Analyst Position

Dear [Manager's Name],

Please accept this letter as my formal resignation from my position as Quality Control Analyst at [Company Name], effective [date]. I am grateful for the opportunities I have had to grow professionally and contribute to the company's quality improvement efforts.

Working with such a dedicated team has been an enriching experience. I will ensure a smooth transition by completing pending documentation and assisting in the handover of responsibilities.

Thank you again for your support and guidance during my tenure.

Sincerely,

[Your Name]

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