

Formal Resignation Announcement Letter

Subject: Resignation Announcement

Dear Team,

I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day]. This decision was not made lightly, and I have appreciated the support and opportunities provided by the company.

I will ensure a smooth transition and complete all pending tasks before my departure. Thank you all for your collaboration and camaraderie during my tenure.

Sincerely,

[Your Name]

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