

Provisional Resignation Letter

Dear [Manager's Name],

I am writing to inform you of my intention to resign from my position at [Company Name], with the expected last working day being [Provisional Date]. This letter serves as a preliminary notice while I finalize my transition plans.

I appreciate all the guidance and support I have received during my tenure and look forward to working together to ensure a smooth handover.

Thank you for your understanding.

Sincerely,

[Your Name]

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