

Formal Resignation with Transition Assistance

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my role as [Your Position] at [Company Name], effective [Last Working Day]. Unforeseen personal circumstances require me to step down.

I am committed to assisting with the handover of my responsibilities and training my replacement, ensuring a smooth transition.

Thank you for your guidance and understanding.

Best regards,

[Your Name]

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