

Resignation Letter Format With Notice Period

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing this letter to formally notify you of my decision to resign from my position as [Your Job Title] at [Company Name]. I am providing [Notice Period] notice, as per the terms of my employment contract, and my last working day will be [Last Working Day], which falls on [Date].

I have thoroughly enjoyed my time at [Company Name] and am grateful for the opportunities and experiences I have gained during my tenure. However, after careful consideration, I believe it is time for me to explore new challenges and opportunities in my career.

During my notice period, I am committed to ensuring a smooth transition of my responsibilities to my colleagues or any other team member as per your guidance. Please let me know how I can assist in facilitating this process.

I am more than willing to help train my successor or provide any necessary information to ensure a seamless continuation of tasks and projects. Moreover, I will make every effort to complete any pending work or handover tasks before my departure.

I sincerely thank the entire team at [Company Name] for their support, encouragement, and

camaraderie throughout my journey here. I have truly cherished working with such a talented and dedicated group of individuals.

I am available for an exit interview if required and would appreciate the opportunity to provide feedback that could contribute to the continuous improvement of [Company Name]'s work environment and practices.

Please let me know the formalities and procedures I need to follow during my notice period.

Additionally, kindly advise me on any documents I need to complete for a smooth exit.

Once again, I express my gratitude for the valuable experience and memories gained at [Company Name]. I wish the company and the team continued success and prosperity in all future endeavors.

Thank you for your understanding and support throughout this process.

Sincerely,

[Your Name]