

Professional voluntary termination letter template

Subject: Notice of Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day].

This decision has not been easy, but I believe it is the right step for my personal and professional growth.

I am grateful for the opportunities and experiences I have gained during my tenure here. I will ensure a smooth transition by completing pending tasks and assisting in training my replacement.

Thank you for your guidance and support.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/voluntary-termination-letter>