

Provisional voluntary termination letter template

Subject: Notice of Intent to Resign

Dear [Manager's Name],

I am writing to inform you of my intention to resign from my role at [Company Name], effective [Last Working Day]. I am providing this provisional notice to facilitate planning and transition.

I will remain fully committed to my responsibilities until my departure and will assist in the handover process.

Thank you for your understanding.

Sincerely,

[Your Name]

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