Letter of Resignation

Dear Mr. George,

Kindly acknowledge this letter as a notification of my resignation from my current position of [position] in XYZ sons. The last day of my work here, as an employee, will be Feb’19.

I am extremely thankful for all the support and opportunities I’ve been provided with. My time here has been valuable and I’ve enjoyed working as a (state your job or job experience). My experience here has taught me (mention something you’ve learned), something I know I’ll carry throughout my career. I’ll do everything possible to wrap up my duties and train other team members over the next two weeks. Please let me know if there’s anything else I can do to help during this transition.

In my last two weeks here, as an employee, I’ll make sure to do everything in my power to completely finalize the work I’ve been delegated with, and try to train the other members of the team accordingly. If there is something else, I can do to help with the transition, then I’ll be glad to offer my assistance.

I will be glad to stay in touch and I wish XYZ sons to prosper forever.

Sincerely,

Lucy