

Official Letter of Resignation

From,
Margaret Joseph
6342 Fringilla Avenue
Gardena Colorado 37097
(819) 104-5669
abcd@gmail.com

02-02-2021

Hilda Russell
Lillith Daniel
925 Neque. St.
Centennial Delaware 90255

Sub: Resignation Letter

Dear Hilda Russell,

I hereby inform you that I am resigning from my position as an Operation Analyst from your firm, effective from {date of leaving}.

It was a pleasure learning new things here every day. I would always appreciate the way you motivate the employees and expose them to new learnings. There is no denying say that I have worked with an exceptionally talented team.

I am settling abroad with my family. So, I am bound to resign. However, I respect all the policies of the company. So, I'll serve a notice period of 2-weeks.

Also, I wish to assist you with the transition so, let me know if I can help.

Wishing you and your team a great success

Sincerely,
Margaret Joseph