

Proper Resignation Letter

From,
Aaron Hawkins
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 sincerely request you to accept this resignation notice. So, I hereby inform you that I am resigning from the post of {designation} from {the name of the company}. Consider {date} as my last day in your company.

I assure you to deliver the projects that have been assigned to me before leaving.

Also, please feel free to contact me if you want me to smooth the transition process for you.

With Best Regards,
Aaron Hawkins