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# FORMAL RESIGNATION LETTER

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**FROM**

**TO**

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Dear \_\_\_\_\_,

I hope this letter finds you well. I'm submitting this letter as a formal notice of my resignation from my position as \_\_\_\_\_ at \_\_\_\_\_ Department, effective on \_\_\_\_\_.

After much consideration, I have decided to pursue a new career path that aligns with my long-term professional goals and life conditions.

I have learned a lot from this Company and I really enjoy working here. I have truly appreciated the opportunity to be a member of such a wonderful team, and I am grateful for the professional growth I have experienced.

If you have any questions, or if there is something that I can assist during transition period to ensure a smooth handover of my responsibilities, please let me know.

Thank you once again for your support and guidance. I wish you and the company continued success in the future.

Sincerely,

**Name**

**Date**

**Signature**



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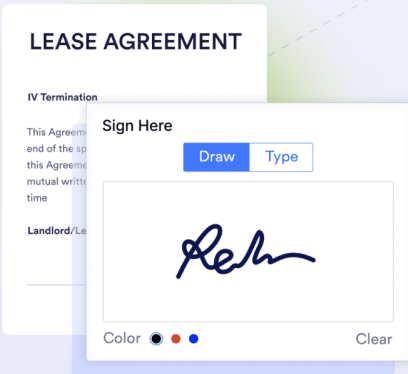
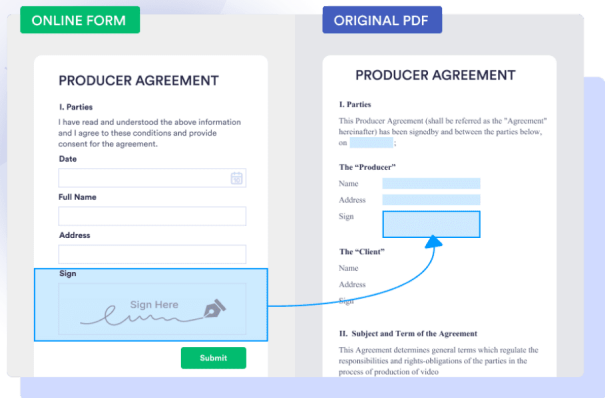
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