

**Subject: Resignation Letter**

Dear [Employer's Name],

I am writing to inform you of my decision to resign from my position at [Company Name]. My employment with the company began on [Start Date], and my notice period is [Number of Days/Weeks] days/weeks, as per the terms of my employment contract.

I want to assure you that this decision has been carefully considered, and I have made it with a clear understanding of its implications. I am grateful for the opportunities and experiences I have gained during my time at the company and wish to express my sincere appreciation.

I am committed to fulfilling my notice period and will continue to work with the same level of professionalism and dedication. I am prepared to assist in a smooth transition of my responsibilities, including knowledge transfer to my replacement, if necessary.

I am available to discuss the details of my resignation and to collaborate with the HR department to facilitate the process. Please let me know how I can best support the company during this transition.

I would like to express my gratitude to the company, my colleagues, and management for the support and camaraderie I have experienced.

Please accept this letter as my formal notice of resignation, with my last working day to be at the end of the notice period.

Sincerely,

[Your Handwritten Signature]

[Your Name]

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