

Proper Resignation Letter Template

From,
Aaron Hawkins
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02-02-2000

To,
Ina Moran
P.O. Box 929 4189 Nunc Road
Lebanon KY 69409

Sub: Resignation Letter

Dear Ina Moran,

This my sincere request to you to kindly accept this letter as my official resignation announcement from the {the name of the company}. Consider {date} as my last day of employment.

Before I leave the company, I will make sure to complete all the projects assigned to me.

If you want me to help you with the transition process, please do not hesitate to get in touch with me.

With Best Wishes,
Aaron Hawkins