

Resignation Letter

From,
Celeste Slater
606-3727 Ullamcorper. Street
Roseville NH 11523
(786) 713-8616

14-05-2007

To,
Iris Watson
P.O. Box 283 8562 Fusce Rd.
Frederick Nebraska 20620

Subject: (-----)

Dear ABC,

I (mention your name), would like to inform you that I am resigning from the position of ----- (mention the position) at your organization. The resignation notice will be effective from ----- (Date – DD/MM/YYYY).

I would also like to thank you and the team I have been working with for so many years. I also appreciate the opportunities that I have received and the projects I have worked on. There has been immense growth in my career and skills. I have also learned discipline, team management and dealing effectively with different problems at work. I have enjoyed my work tenure with the organization and I am immensely proud to be a part of such a talented team. If during my last days, I can be of any help or assistance in letting the subordinates be aware of their duties or handing over of work. I would be glad to help the team in the best possible way I can.

I wish the company all the best in its future endeavors. Kindly, accept this notice as my formal resignation letter.

Yours Sincerely,
(Your Signature)
Celeste Slater

