

Your Name: _____

Your Address:

Date: _____

To:

Supervisor/Manager's Name

Company Name

Company Address

Dear _____,

I am writing to formally notify you of my voluntary resignation from my position as _____ at _____. My last working day will be _____, in accordance with the notice period as per my employment contract.

Thank you for the opportunities and support provided during my time here. I am committed to ensuring a smooth transition and will assist in handing over my responsibilities.

Please let me know if there are any procedures I should follow before my last day of work.

Sincerely,

(Signature)

Name: _____

Blank Voluntary Resignation Letter Template