

**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:** \_\_\_\_\_

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