

Short resignation letter template

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Dear \_\_\_\_\_

This letter is to notify you I've decided to resign from my role as \_\_\_\_\_.

Please accept this letter as my official notice. Because my contract requires me to give \_\_\_\_\_  
\_\_\_\_\_ notice, my last day here would be on the \_\_\_\_\_.

Thank you for the opportunities you have given me during my time here and if there's anything I can do to make the transition easier, please let me know.

Yours Sincerely,

\_\_\_\_\_