

CLOSING LETTER

CLOSING LETTER

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[State]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to inform you that after careful consideration and reflection, I have decided to tender my resignation from my position at [Company/Organization Name]. My last day of work will be [last working day, typically two weeks from the date of the letter].

This was not an easy decision for me, as I have enjoyed my time here and have learned a great deal from my experiences. I am sincerely grateful for the opportunities and support that [Company/Organization Name] has provided me during my tenure.

I would like to take this opportunity to express my deepest gratitude to my colleagues and team members. The camaraderie and collaboration I experienced were invaluable and have contributed significantly to my personal and professional growth.

During the remaining time before my departure, I am committed to ensuring a smooth transition. I am more than willing to assist with any necessary handover processes or to train my replacement if needed. Please let me know how I can be of help during this time.

Moving forward, I will cherish the relationships and memories I have built here, and I sincerely hope that we can stay in touch. You can reach me at [Your Email Address] or [Your Phone Number].

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