

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

Please accept this letter as formal notification that I am resigning from my position as [Your Job Title], effective [Your Last Working Day].

My goal is to ensure a completely hassle-free transition. To achieve this, I have outlined the following exit strategy:

- **Handover Documentation:** I have compiled a comprehensive guide for my daily tasks, ongoing projects, and key contact information.
- **Work Completion:** I will prioritize finishing [Specific Project A] and [Specific Project B] before my departure.
- **Training:** I am available to train my replacement or brief team members on my current responsibilities during my remaining time here.
- **File Organization:** All digital and physical files have been organized and labeled for easy access by the team.

I want to express my gratitude for the opportunities I have had at [Company Name]. I value the professional relationships I have built and wish the company continued success.

Please let me know if there are any additional steps I can take to ensure this transition is as smooth as possible for you and the team.

Sincerely,

[Your Signature]

[Your Printed Name]