Resignation Letter

Write in the blanks. The small words under each line tell you what to reach for — cross out any line that does not fit.

Scan to write this letter online — free, no account.

_____
Your name

_____
Date

Dear _____,
Manager's name

Please accept this letter as formal notice of my resignation from my position as _____ at
job title

_____. My last day will be _____.
company *date*

Thank you for the opportunity to _____. I have especially valued
something you are grateful for

_____.
one specific thing

I will do everything I can to make the transition smooth, including _____.
handover offer

Sincerely, _____
your name