**Employment Resignation Letter Template**

Cathy Rodri

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August 20, 2024

Mr. David O’Connor

Manager

Acme Corp.

7803 Main Street

Bakersfield, CA 93306

Dear Mr. O’Connor,

I am writing to formally announce my resignation from my position at Acme Corp., effective two weeks from today's date.

I want to express my heartfelt appreciation for the support and the numerous opportunities you and the entire team at Acme Corp. have provided me during my six-year tenure. The positive work environment you've cultivated has made each day a pleasure, and I will sincerely miss working alongside all of you.

Please know that I am more than willing to assist with the transition process, including the recruitment and training of my successor. Feel free to reach out if there's anything I can do to facilitate a smooth handover.

Thank you once again for everything.

Sincerely,

Cathy Rodri