To the “Best Company” CEO

от FULLLASTNAME FULLFIRSTNAME FULLMIDDLENAME

RESIGNATION LETTER

Please accept this letter as formal notification of my intention to resign from my position with the Best Company. In accordance with my notice period, my final day will be DATEDISMISSALSHORT.

I kindly ask you to provide me with all stipulated payments and the documents proving my employment in the final work day.

Date: DATETODAYSHORT

Signature: \_\_\_\_\_\_\_\_\_\_\_/FULLLASTNAME SHORTFIRSTNAME SHORTMIDDLENAME /