

Polite Notice Period Resignation Letter

Samantha Carter

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October 8, 2024

Thomas Reynolds

Director of Engineering

Tech Innovations Inc.

456 Tech Parkway

Riverdale, NJ, 07457

Dear Mr. Reynolds,

I am writing to inform you of my decision to resign from my position as Systems Engineer at Tech Innovations Inc., effective October 22, 2024. This decision was not made lightly and comes after careful consideration of my career path and personal goals.

I want to express my gratitude for the opportunities I have had at Tech Innovations Inc. to develop my skills and contribute to our projects. The support from the team and the guidance I have received have been invaluable to my professional growth.

During my notice period, I am fully committed to completing my current projects and ensuring a smooth transition. I am also willing to assist in training my successor and passing on my responsibilities effectively.

Please let me know how I can help during this transition. I aim to leave my position on a positive note and maintain the strong relationships I've built during my time here.

Thank you once again for the opportunity to be a part of such a dynamic team. I am looking forward to new challenges but will always look back fondly on my experiences with the company.

Sincerely,

Samantha Carter