

English Version Resignation Letter

[Employer's Name]
[Company Name]
[Company Address]
[Postal Code, City]
[Date]

Subject: Resignation Notice

Dear [Employer's Name],

I hereby formally resign from my position as [Job Title] at [Company Name], effective as of [Last Working Day], under the required notice period.

I am writing to express my gratitude for the opportunities and experiences I have gained at your company. I appreciate the support and professional growth you have given me.

Please confirm the receipt of this resignation letter and provide me with a work reference certificate (Arbeitszeugnis) at your earliest convenience.

I will ensure a smooth transition of my responsibilities before my departure. Thank you for your understanding.

Best regards,

[Your Name]