

RESIGNATION LETTER**[Kota], [Tanggal, Bulan, Tahun]****To:**

Mr./Ms. [Nama Lengkap Atasan]

[Jabatan Atasan]

[Nama Perusahaan]

[Alamat Perusahaan]

Dear Mr./Ms. [Nama Terakhir Atasan],

Through this letter, I would like to formally submit my resignation from my position as [Jabatan Pekerjaan] at [Nama Perusahaan], effective [Tanggal Terakhir Kerja].

This decision has not been easy for me. However, after thoughtful consideration, I have decided to resign due to [Alasan Mengundurkan Diri].

I want to express my deepest gratitude for the trust, guidance, and opportunities that [Nama Perusahaan] has given me during my time here. Working under your supervision has been a valuable experience that has helped me grow professionally and personally.

During my remaining period, I will do my best to complete all my responsibilities and assist with the handover process to ensure a smooth transition.

Thank you to the entire team for the support and cooperation I have received. I truly wish [Company Name] continued growth and success in the years ahead.

Yours sincerely,

[Nama Lengkap Anda]**Head Office**MidPlaza 2, 4th Fl.

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