# #1 Standard resignation letter

**Resignation Letter**

Harry Hanson

harry.hanson@nutmeg.com

+0987656789876567

August 1st, 2022

Lorna M. Michael

The OG Company

71 Address street, Los Angeles 90210, California, US

Dear Lorna,

Please accept this letter as my formal resignation from The OG Company from my position as a junior accountant. My last day will be Wednesday, August 15th 2022, two weeks from the day of writing.

I appreciate the 6 years I have spent at The OG Company and the opportunities I have been given. I wish the best for The OG Company and its employees.

I am happy to assist during the transition period. Please let me know how I can assist to ensure a smooth transition.

Best regards,

Harry Hanson