

****Template 1: Formal Last Working Day Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce that my last working day at [Company Name] will be [Last Working Day, e.g., October 31, 2023].

I want to express my gratitude for the opportunities I've had during my time here. I appreciate the support from you and my colleagues.

I will ensure that all my responsibilities are completed and transitioned smoothly before my departure.

Thank you once again for everything.

Sincerely,
[Your Name]

****Template 2: Informal Last Working Day Email****

Subject: Farewell and Last Working Day

Hi Team,

I wanted to let you know that my last working day at [Company Name] will be [Last Working Day, e.g., October 31, 2023].

I've enjoyed working with each of you, and I'll cherish the memories we've created together.

Feel free to keep in touch! My email is [Your Email].

Best,
[Your Name]

****Template 3: Last Working Day Notification to HR****

[Your Name]
[Your Job Title]
[Department]
[Date]

[HR Manager's Name]
[Company Name]
[HR Department]

Dear [HR Manager's Name],

This is to formally notify you that I will be resigning from my position, with my last working day set for [Last Working Day, e.g., October 31, 2023].

Please let me know about the exit procedures I need to follow.

Thank you for your assistance.

Best regards,
[Your Name]

[Your Employee ID (if applicable)]