**FORMAL RESIGNATION LETTER**

**Subject:** Formal Resignation Letter

Dear Mr/Miss,  
  
Kindly accept this letter as a formal notice of my resignation from Uniliver Group of Companies. My last reporting date will be on 4/10/20XX **(two weeks from now).**

I thank you for granting me such a good opportunity to work in your company. Indeed, I have gained a lot, and am grateful. Before I depart, I would like to train my predecessor to ensure a smooth and seamless transition of duties.

Sincerely,

David Zapeda