

Your Name _____

Your Address _____

Today's Date _____

Chief Ashworth
P.O. Box 63
Apple Grove WV, 25502

Dear Chief and Members,

I am writing to formally tender my resignation from Valley Fire & Rescue. My last day of work will be _____. I have decided to resign my position with the department.

I would like to thank you for the opportunities and support you have given me during my time at Valley Fire & Rescue. I have enjoyed working with you and the rest of the team, and I appreciate the experience I have gained here.

I will do everything I can to ensure a smooth transition during my remaining time here. Please let me know if there is anything specific that you would like me to do to facilitate the handover of my duties.

Thank you again for everything, and I wish you and the company all the best for the future.

Sincerely,
