## **Provisional Letter**

Dear [Manager's Name],

This letter serves as a provisional notice of my intention to resign from [Company Name], effective [Last Working Day], pending final confirmation.

I will ensure my responsibilities are transitioned appropriately and appreciate your understanding during this period.

Best regards,

[Your Name]

## **Get more templates here:**

https://www.lettersandtemplates.com/letters/simple-resignation-letter-format