

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not an easy one to make as I have greatly enjoyed working with you and the team. However, after careful consideration, I have decided to pursue a new opportunity that aligns with my career goals.

I appreciate the support and opportunities I have received during my time here. I am proud of what we have accomplished together and I will cherish the memories made at [Company's Name].

I will do my best to ensure a smooth transition and to hand over my responsibilities effectively. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you all the best for the future.

Sincerely,

[Your Name]