

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes as I pursue my aspirations in freelancing, a direction I am excited to explore. I have truly valued my time at [Company Name] and am grateful for the opportunities for growth and development that I have received.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure. Please let me know how I can assist during this period.

Thank you once again for the support and encouragement during my tenure. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]