

# Resignation Letter

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Date: [Insert Date]

Dear [Recipient 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 have been presented with an exciting opportunity abroad that I cannot pass up.

I am grateful for the support and opportunities I have received during my time at [Company Name]. I have enjoyed working alongside a talented team and will cherish the experiences I've gained here.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,  
[Your Name]  
[Your Job Title]