

Resignation Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been an incredible journey building [Company Name] alongside such a talented team. I am truly grateful for the experiences, challenges, and insights I've gained during my time here.

After much contemplation, I have decided to step away to pursue personal projects that I am passionate about. This was not an easy decision, but I feel it is the right time for me to explore new avenues.

I am committed to ensuring a smooth transition and will do everything in my power to assist in handing off my responsibilities over the coming weeks.

Thank you once again for the support and friendship I have received during my time at [Company Name]. I look forward to staying in touch and hope our paths cross again in the future.

Wishing the company and the team continued success.

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]