

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day]. This decision did not come easily and required a lot of consideration.

In accordance with my professional standards, I will ensure a smooth transition of my responsibilities before my departure. I am committed to completing my current projects and training my colleagues as needed to facilitate a seamless handover.

I want to express my gratitude for the opportunities I have had during my time here. I have enjoyed working with the team and have learned a great deal, which I will carry forward in my career.

Thank you for your understanding. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]