

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 recently obtained the necessary qualifications to pursue my career goals, which I feel requires my full attention and commitment.

I want to express my gratitude for the opportunities I've had during my time at [Company Name]. I appreciate your support and guidance, which have been invaluable.

Please let me know how I can assist in making this transition as smooth as possible.

Thank you once again for everything.

Sincerely,
[Your Name]