

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation from Executive Position

Dear [Recipient Name],

I am writing to formally announce my resignation from my position as [Your Position] with [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration, but after much thought, I believe it is time for me to explore new opportunities and challenges.

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. I have learned and grown tremendously, and I am thankful for the support and encouragement from you and the team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

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

Sincerely,

[Your Name]