

Resignation Letter

Date: [Insert Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Organization's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, but after careful consideration, I believe it is time for me to pursue other opportunities.

I am incredibly grateful for the opportunities I have had at [Organization's Name]. The experience and skills I have gained during my time here have been invaluable, and I am thankful for the support and guidance I received from you and the entire team.

If possible, I would greatly appreciate it if you could provide me with a reference in my future endeavors. Your endorsement would mean a lot to me as I take my next steps.

Thank you for your understanding, and I hope to stay in touch. I wish [Organization's Name] continued success and growth in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]