

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 [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration of my personal goals and the desire to pursue a path of empowerment and self-growth. I have enjoyed my time at [Company's Name] and am grateful for the opportunities for professional development that I have received.

I appreciate the support from you and my colleagues during my tenure, and I look forward to staying in touch. I am committed to ensuring a smooth transition and will help in handing over my responsibilities.

Thank you once again for the opportunity to be part of [Company's Name]. I wish you and the team continued success.

Sincerely,

[Your Name]