

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's 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 has not come lightly, but after careful consideration, I have decided to commit myself to a community service cause that is very important to me.

It has been a privilege to work alongside such talented individuals, and I am extremely grateful for the opportunities I have been given and the experiences I have gained during my time here.

I will do everything possible to ensure a smooth transition and to wrap up my duties before my departure. Thank you for your understanding and support regarding my decision.

Sincerely,

[Your Name]