

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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]. This decision was not easy, but I have decided to pursue opportunities that will allow me to further develop my skills and expertise.

During my time here, I have greatly valued the learning experiences and professional growth I have achieved. I am thankful for the mentorship and support I have received from you and the team. The knowledge I've gained has equipped me to take on new challenges in my career.

As I transition into this next phase of my professional life, I am committed to ensuring a smooth handover of my responsibilities. I hope to maintain the relationships I've built during my tenure at [Company's Name].

Thank you once again for the opportunities I've received. I look forward to staying in touch and hope our paths may cross again in the future.

Sincerely,

[Your Name]