

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Department Name]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I have had to grow professionally and personally while working with such a dedicated team.

Thank you for your guidance and support during my tenure. I look forward to staying in touch, and I wish the department continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]