

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Human Resources Department

Municipality Name

Municipality Address

City, State, Zip Code

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Department/Title] with the [Municipality Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work for the municipality and serve the community. I am grateful for the opportunities I have had to grow professionally and personally during my time here.

I will do my utmost to ensure a smooth transition and assist in any way possible during my remaining time.

Thank you again for the support and guidance during my tenure. I hope to stay in touch in the future.

Sincerely,

Your Name