

# Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Organization Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Department/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time at [Department/Organization Name]. I appreciate the support and guidance provided to me throughout my tenure.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Department/Organization Name]. I look forward to keeping in touch in the future.

Sincerely,

[Your Name]