

Voluntary Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Job Title]

[Department Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not made lightly, and I greatly appreciate the opportunities I have received during my tenure here. I am grateful for the support and guidance from my colleagues and superiors.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in a state that reflects well on the organization.

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

Sincerely,

[Your Name]

[Your Job Title]