

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Position]

[Public Policy Program Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from the [Public Policy Program Name] effective [Last Working Day, e.g., two weeks from today]. This decision was not easy and required a great deal of consideration.

Thank you for the guidance and support during my time in the program. I have gained valuable experiences and knowledge that will undoubtedly serve me well in my future endeavors.

I wish everyone in the program continued success and hope to keep in touch.

Sincerely,

[Your Name]