

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position on the [Committee Name] at [Agency Name], effective [Last Working Day, typically two weeks from the date above].

It has been an honor to serve alongside such dedicated individuals and contribute to the vital work of our agency. I appreciate the experiences and skills I have gained during my time on the committee.

Thank you for your understanding. I wish the agency continued success in its mission.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]