

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

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

Thank you for the opportunities I have been given during my time at the company. I appreciate the support and guidance provided by you and my colleagues.

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

Sincerely,

[Your Name]