

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Employer's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Employer's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, usually in one week].

Due to [brief reason, e.g., personal circumstances], I must make this decision quickly. I appreciate the opportunities I have had during my time here and thank you for your understanding.

I will ensure that all my responsibilities are transitioned smoothly before my departure.

Thank you for everything.

Sincerely,  
[Your Name]