

# Resignation Letter

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

Date: [Insert 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, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that you have provided me during my time at the company. I am grateful for the support and guidance you have offered throughout my tenure.

Thank you once again for the opportunity. I wish you and the company continued success in the future.

Sincerely,  
[Your Name]