

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Department Name]

[Government Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally announce my retirement and resignation from my position as [Your Position] with [Department/Agency Name], effective [Last Working Day, typically two weeks from the date above].

Having dedicated [number of years] years to public service, I have decided that it is time for me to step back and enjoy the next chapter of my life. It has been an honor to serve the community and work alongside my esteemed colleagues.

I am committed to ensuring a smooth transition and will complete any outstanding tasks and help in training my successor during my remaining time. Please let me know how I can assist during this transition period.

Thank you for the opportunities for professional and personal development that you have provided me during my tenure. I am grateful for the chance to have contributed to [specific projects, initiatives, etc.].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]