

Resignation Letter

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

[Date]

[Recipient's Name]
[Recipient's Title]
[Department Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] with [Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly and comes after careful consideration of my career path as I transition to the private sector.

I want to express my gratitude for the opportunities I have had during my time here. I appreciate the support, guidance, and learning experiences offered to me while serving in my role. It has been an honor to work alongside a dedicated team committed to public service.

During my remaining time, I will ensure a smooth transition by completing my tasks and assisting in any way possible. Please let me know how I can help facilitate the handover process.

Thank you once again for everything. I hope to maintain our professional relationship and look forward to staying in touch.

Sincerely,

[Your Name]