

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Organization's Name], effective two weeks from today, [Last Working Day Date].

This decision was not easy and took a lot of consideration. I have enjoyed working with the team and contributing to the mission of the organization. I am grateful for the opportunities I have had to grow and develop my skills during my time here.

I assure you that I will do everything possible to ensure a smooth transition. I am happy to assist in training my replacement and will complete any outstanding work to the best of my ability in my remaining time.

Thank you for the support and guidance during my tenure at [Organization's Name]. I hope to stay in touch, and I wish the organization continued success.

Sincerely,

[Your Name]