

Resignation Announcement

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally announce my resignation from [Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

As I prepare to leave, I want to take this opportunity to reflect on some of the achievements during my time here:

- Successfully launched [Project/Initiative], which resulted in [specific outcome].
- Increased audience engagement by [percentage] through innovative media strategies.
- Led a team of [number] in the development of [Product/Content], receiving [mention any awards or recognitions].
- Established partnerships with [mention any organizations] that enhanced our outreach and impact.

It has been a privilege to work alongside such talented individuals, and I am grateful for the support and opportunities I have received during my time at [Company Name]. I look forward to staying in touch and will always cherish the experiences we've shared.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Contact Information]