

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision wasn't easy and took a lot of consideration. However, I believe this is the best step for my personal and professional growth.

Working at [Company's Name] has been an invaluable experience. I've learned [insert specific skills or experiences], which I will carry forward in my career. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in transferring responsibilities during my remaining time.

Thank you for the support and opportunities over the years. I hope to stay in touch as I continue to build my personal brand and pursue new challenges.

Sincerely,

[Your Name]