

# Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above].

I want to express my sincere gratitude for the opportunities I have had during my time at [Company Name]. Working alongside such a talented team has been an invaluable experience, and I appreciate the guidance and support you have provided me.

Thank you once again for the opportunities, and I hope to stay in touch in the future.

Sincerely,

Your Name