

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

It has been a privilege to serve in this agency and contribute to [specific project or responsibility]. I am grateful for the support and opportunities for professional growth that I have received during my time here.

I will ensure a smooth transition by completing outstanding tasks and providing assistance in handing over my responsibilities.

Thank you for your understanding. I hope to stay in touch, and I wish [Agency Name] continued success in the future.

Sincerely,

[Your Name]