

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

[Recipient's Name]

[Recipient's Title]

[Agency/Department Name]

[Agency/Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Agency/Department Name], effective [Last Working Day, typically two weeks from the date above]. This decision is due to personal reasons that require my immediate attention.

I am grateful for the opportunities I have had during my time with the agency and for the support from my colleagues and superiors. It has been a privilege to serve the community in this capacity.

Please let me know how I can assist in the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]