

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company 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 date]. This decision has not come easily, and it is motivated by new opportunities that I believe will further my career and professional growth.

I want to express my heartfelt gratitude for the support and opportunities I have received during my time at [Company Name]. I have learned so much and will always cherish the experiences and relationships I have built here.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the guidance and support. I look forward to staying in touch.

Sincerely,

[Your Name]