

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[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 as [Your Position] in the [Department Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I have enjoyed working with you and the team, and I am grateful for the opportunities for personal and professional growth that have been provided to me during my time here.

I am committed to ensuring a smooth transition and will do my utmost to hand off my responsibilities effectively.

Thank you for your understanding. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]