

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision was not easy and took a lot of consideration. However, I believe it is the right step for my personal and professional growth.

I am grateful for the opportunities I have had to contribute to the company and work with such a talented team. I appreciate the support and guidance I received during my tenure.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities efficiently.

Thank you once again for the opportunity. I look forward to staying in touch and wish [Company Name] continued success.

Sincerely,

[Your Name]