

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a difficult decision to make, as I have greatly enjoyed working with you and the entire team at [Company Name]. However, after careful consideration, I have decided to pursue a new opportunity that aligns with my personal and professional goals.

I am committed to ensuring a smooth transition and will do everything in my power to assist during my remaining time at the company. Please let me know how I can help during this period.

Thank you for the support, guidance, and opportunities you have provided during my tenure. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]