

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

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

This decision was not easy and required a lot of contemplation. I have appreciated the opportunity to be part of such a dynamic team and to contribute to the strategic direction of the organization. It has been a pleasure working alongside talented colleagues and challenging myself to meet our goals.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]