

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 [Your Job Title] at [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 have decided to pursue an opportunity that will aid my career advancement and align better with my personal and professional goals.

I am incredibly grateful for the opportunities I have had during my time at [Company Name]. The support and guidance I received from you and my colleagues have been invaluable, and I truly appreciate the experiences I've gained while working here.

I am committed to ensuring a smooth transition and will do everything possible to finalize my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]