

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 an incredible journey working alongside such a dedicated and talented team. I am genuinely grateful for the support and collaboration I have experienced during my time here. The accomplishments we achieved together have been some of the most rewarding moments of my career.

I am committed to ensuring a smooth transition and will gladly assist in the handover process. I hope to keep in touch and I wish the team continued success in the future.

Thank you once again for the opportunity to be a part of [Company Name].

**Sincerely,**

[Your Name]