

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 Job Title] at [Company's Name], effective [Last Working Day]. This decision comes after careful consideration and is driven by my desire to avoid any potential conflicts that may arise in the future.

I have greatly valued my time at [Company's Name] and appreciate the opportunities for professional and personal growth. I am committed to ensuring a smooth transition and will work closely with the team to hand over my responsibilities efficiently.

Please let me know how I can assist during this transition period. I hope to maintain a positive relationship moving forward and am grateful for the experiences I've had here.

Thank you for your understanding.

Sincerely,

[Your Name]