

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]. This decision has not come easily, but after careful consideration, I have decided to pursue new opportunities that align with my long-term career goals.

During my time at [Company Name], I have greatly enjoyed collaborating with the talented team and contributing to several key initiatives that have positively impacted our performance. I am proud of what we have achieved together.

Looking ahead, I plan to focus on [briefly outline your future plans, such as pursuing further education, starting a business, or shifting to a different industry]. I believe this change will allow me to expand my skills and contribute in new ways.

I want to ensure a smooth transition and will do everything possible to assist in handing over my responsibilities. Please let me know how I can help during this period.

Thank you for the opportunity to be part of [Company Name]. I am grateful for the support and experiences I have gained here, and I look forward to staying in touch.

Sincerely,

[Your Name]