

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's 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 was not easy and required a lot of consideration. I have greatly enjoyed working at [Company Name] and am incredibly grateful for the opportunities to grow personally and professionally during my tenure here.

To ensure a smooth transition, I am more than willing to assist in the handover of my responsibilities and train my successor if needed. Please let me know how I can help during this period.

Thank you for your support and guidance during my time at the company. I look forward to staying in touch in the future.

Sincerely,

[Your Name]