

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Resignation from [Your Position]**

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my personal circumstances.

I am deeply grateful for the opportunities I've had to work alongside such talented individuals and to contribute to the growth and success of the company.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will assist in training my successor if needed.

Thank you once again for your support and understanding. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]