

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. After [number] years of dedicated service in the public sector, this decision has not come lightly.

Throughout my tenure, I have had the privilege of working alongside exceptional individuals and contributing to meaningful projects. I am grateful for the opportunities for personal and professional development that I have received during my time here.

As I move on to the next chapter of my career, I will ensure a smooth transition and am willing to assist in training my successor. I truly appreciate the support and guidance I have received and will cherish the memories and experiences I gained.

Thank you once again for the opportunity to be a part of [Company/Organization Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]