

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Organization Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to shift my focus towards [briefly describe new focus or opportunity].

Working at [Organization Name] has been a fulfilling experience, and I am truly grateful for the support and opportunities I have received during my time here. I believe in the mission of the organization and will continue to support it in any way I can.

Thank you for your understanding. I hope to stay in touch and wish everyone at [Organization Name] continued success.

Sincerely,

[Your Name]