

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make, but I believe it is time for me to explore new opportunities for personal and professional growth. I am grateful for the support and the opportunities for development that I've received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to assist in the handover of my responsibilities. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]