

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Resignation Letter**

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with [Company/Organization Name], effective [Last Working Day, typically two weeks from date above].

It has been a pleasure to work with such a talented and creative team. I appreciate the opportunities I have had to grow and develop my content creation skills during my time here. However, after careful consideration, I have decided to pursue a new direction in my career.

I will do my best to ensure a smooth transition and will assist in handing off my responsibilities. Please let me know how I can help during this time.

Thank you once again for the support and opportunities. I hope to stay in touch, and I wish [Company/Organization Name] continued success in the future.

Sincerely,

[Your Name]