

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

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

This decision comes as a result of my upcoming travel plans, which I have decided to pursue at this time. I have thoroughly enjoyed my experience working with the team and appreciate the opportunities for personal and professional growth that you have provided me.

I will ensure that all my responsibilities are completed before my departure and will assist in the transition process to the best of my ability.

Thank you once again for the support and guidance during my tenure here. I hope to stay in touch in the future.

Sincerely,

[Your Name]