

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 consulting position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after the successful completion of [Project Name], and I believe it is the right time to move on to new opportunities.

I want to express my gratitude for the opportunity to work with such a talented team. The experience I've gained during my time here has been invaluable, and I appreciate the support and guidance I've received.

During my remaining time, I am committed to ensuring a smooth transition. Please let me know how I can assist in wrapping up my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]