

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[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]. This decision was not an easy one and involved considerable thought.

Throughout my time at [Company's Name], I have gained invaluable experience and built meaningful relationships that I hope to maintain moving forward. I sincerely appreciate the support and opportunities provided to me during my tenure.

While I am excited to explore new avenues, I would love to stay connected and hope our paths may cross again in the future. Please do not hesitate to reach out; I would be delighted to stay in touch.

Thank you once again for everything. I wish [Company's Name] continued success in all its endeavors.

Warm regards,

[Your Name]