

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision has not been an easy one and comes purely for personal reasons. I am truly grateful for the opportunities I've had to work with a talented team and to contribute to our projects.

I will do my utmost to ensure a smooth transition and will be happy to assist in handing over my responsibilities during my remaining time.

Thank you once again for the support and encouragement during my tenure. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]