

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number

Date: [Insert Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
City, State, Zip Code

Dear [Employer's Name],

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

I appreciate the opportunity to have been a part of [Company's Name] during my short time here and am thankful for the support and guidance provided to me. I wish you and the team all the best in the future.

Thank you once again.

Sincerely,  
[Your Name]