

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name] due to personal reasons, effective two weeks from today, [Last Working Day Date].

Working at [Company Name] has been a valuable experience, and I truly appreciate the opportunities I have had to grow and contribute to the team. I am grateful for the support and encouragement received from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to keep in touch, and I wish the company continued success.

Thank you for everything.

Sincerely,

[Your Name]