

# Resignation Letter

[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 position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue a new career path that aligns more closely with my personal and professional goals. This was not an easy decision, as I have greatly valued my time at [Company's Name] and have learned much from my experiences here.

I am grateful for the opportunities I have had to work with such a talented team and to contribute to [specific projects or experiences]. I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in the handover process.

Thank you once again for your guidance and support during my time at [Company's Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]