

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

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

This decision was not easy and took a lot of consideration. However, I believe it is time for me to pursue new opportunities and challenges. I am grateful for the experiences and support I've received during my time at the company.

Thank you for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]