

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not an easy one, as I have greatly enjoyed my time working at [Organization's Name] and am grateful for the opportunities I have had to learn and grow professionally. However, I have accepted a new job offer that will allow me to further advance my career.

I appreciate the support and guidance I have received during my tenure here, and I am committed to ensuring a smooth transition of my responsibilities over the next [notice period].

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing how [Organization's Name] continues to thrive in the future.

Sincerely,

[Your Name]