

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my registration with [Company/Organization Name] in the tax-free zone, effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily, but after careful consideration, I believe it is in my best interest to move forward in a different direction.

I appreciate the opportunities provided to me during my time with [Company/Organization Name]. I am grateful for the experience and support I have received.

Please let me know the necessary steps I need to take to complete my resignation process and to ensure a smooth transition.

Thank you for your understanding.

Sincerely,

[Your Name]