

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision comes with a heavy heart, as I have genuinely enjoyed working alongside my talented colleagues and contributing to our collective goals.

Over the years, I have grown both personally and professionally, and I will cherish the memories and friendships developed during my time here. However, after careful consideration, I believe it is time for me to pursue new challenges and opportunities, which I hope will foster my continued growth.

Please know that this decision was not made lightly, and I deeply appreciate the support and encouragement I've received from you and the entire team throughout my tenure. I will do everything in my power to ensure a smooth transition in the coming weeks.

Thank you once again for everything. I hope to keep in touch in the future.

Warmest regards,

[Your Name]