

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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].

This decision comes after careful consideration of my personal circumstances, and it was not an easy choice to make. I am grateful for the opportunities I have had during my time here and for the support from my colleagues and management.

I will ensure a smooth transition and will do my best to complete any outstanding work or assist in the handover process during my remaining time.

Thank you for your understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]