

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Current Company Name] effective immediately. After careful consideration, I have decided to accept a job offer that aligns more closely with my career goals.

I want to express my gratitude for the opportunities I have had during my time at [Current Company Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance you have provided.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]