

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 as [Your Position] at [Company Name], effective [Last Working Day]. This decision has not been easy and took a lot of consideration. However, I believe it is time for me to pursue new opportunities and challenges in my career.

Working at [Company Name] has been a significant chapter in my professional life. I am grateful for the support and opportunities provided to me during my tenure. I have learned a great deal and have greatly enjoyed working with such a talented team.

As I move forward in my career, I am excited to explore new endeavors that align with my professional aspirations. I hope to stay connected and look forward to the possibility of our paths crossing again in the future.

Thank you once again for the opportunities and experience I have gained while being part of [Company Name]. I wish the company continued success in the years to come.

Sincerely,

[Your Name]