

# Resignation Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Company Name]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I am grateful for the opportunities I have had at [Company Name].

## Transition Plan

To ensure a smooth transition, I propose the following plan:

- **Knowledge Transfer:** Schedule meetings with [Name(s) of Team Members] to share insights and ongoing projects.
- **Documentation:** Prepare comprehensive documentation of current projects, responsibilities, and deadlines.
- **Client Transition:** Introduce the appointed successor to key clients and stakeholders.
- **Final Deliverables:** Complete all outstanding deliverables and provide status updates on ongoing projects.

I am committed to making this transition as seamless as possible and will gladly assist in any way during this period. Thank you once again for the support and friendship over the years. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]