

# Executive Resignation Letter

Date: [Insert Date]

To: [Board Chair/Board of Directors]

[Company Name]

[Company Address]

Dear [Board Chair/Board of Directors],

I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I have had during my tenure and for the support from the Board and my colleagues.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. I will be available to assist in the process and to help my successor acclimate.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to following the company's continued success.

Sincerely,

[Your Name]

[Your Contact Information]