

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company's Name], effective [Last Working Day]. This decision has not been easy and involved considerable thought.

During my time at [Company's Name], I have had the privilege to work alongside incredibly talented individuals. I am grateful for the support, guidance, and numerous opportunities for personal and professional growth. Together, we have achieved remarkable things, and I will cherish these experiences.

As I move on to the next chapter of my career, I take with me invaluable lessons and friendships that I will always treasure. I extend my heartfelt thanks to you and the entire team for making my time here so rewarding.

Please let me know how I can assist in making the transition as smooth as possible. I hope to stay in touch and wish you continued success in all future endeavors.

Warm regards,

[Your Name]