

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, as I have greatly enjoyed being a part of the team and I'm truly grateful for the opportunities I have been given during my time here. I appreciate the support and guidance provided by you and my colleagues throughout my tenure.

Working at [Company's Name] has been a valuable experience, and I will carry the skills and lessons I've learned with me throughout my career. I cherish the relationships I've built and hope to maintain them in the future.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

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

Sincerely,

[Your Name]