

Public Statement of Resignation

Date: [Insert Date]

To: [Recipient's Name]
[Company's Name]
[Company's Address]

Dear [Recipient's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy and comes after careful consideration of my personal and professional goals.

I am proud of what we have accomplished together during my tenure and I deeply appreciate the opportunities I have been given to grow and contribute to the organization. I am grateful for the support and friendships I have made during my time here.

As I move forward, I remain committed to ensuring a smooth transition and will do everything within my power to assist in this process over the coming weeks. I look forward to seeing the continued success of [Company's Name] in the future.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the entire team all the best.

Sincerely,
[Your Name]
[Your Contact Information]