

# Resignation Letter

Date: [Insert Date]

Dear Team,

I hope this message finds you well. 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].

It has been a great privilege to work alongside such talented and dedicated individuals. I am sincerely grateful for the opportunities I have had to contribute to our team's success and to grow both personally and professionally during my time here.

As I prepare to move on to the next chapter of my career, I want to assure you that I am committed to ensuring a smooth transition. I will do everything I can to wrap up my current projects and assist in handing over my responsibilities.

Please feel free to reach out to me at my personal email [Your Email] or phone number [Your Phone Number]. I look forward to staying in touch, and I wish you all continued success.

Thank you once again for the support and camaraderie over the years.

Warm regards,

[Your Name]  
[Your Position]