

# 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 was not easy, and it comes after careful consideration of my career path and personal goals.

I am incredibly grateful for the opportunities I have had during my time with [Company's Name]. Working alongside such a talented and dedicated team has been a fulfilling experience, and I cherish the relationships I have built here.

As I transition into this new chapter, I sincerely hope to maintain a positive professional relationship. I believe that our paths may cross again in the future, and I look forward to potential collaborations that may arise down the line.

Thank you once again for your support and understanding. I wish [Company's Name] continued success and growth.

Sincerely,

[Your Name]