

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 immediately.

This decision was not made lightly and comes after careful consideration of my career path and personal circumstances. I appreciate the opportunities I have had while working here and the support I have received from my colleagues and management.

I am committed to ensuring a smooth transition and will do everything possible to assist in handing over my responsibilities during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]