

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 Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and required a lot of consideration.

I am grateful for the opportunities for personal and professional development that I have received during my time at [Company's Name]. It has been a pleasure to work alongside such a talented and dedicated team.

To ensure a smooth transition, I am more than willing to assist in the handover process and train my successor, if needed. Please feel free to reach out to me during this period for any assistance that may be required.

Thank you once again for the support and guidance throughout my tenure. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]