

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, typically two weeks from the date above].

This decision has not come easily, but after careful consideration, I have decided to step down due to personal reasons that require my attention.

I am truly grateful for the opportunities I have received during my time at [Company's Name]. I appreciate the support from you and my colleagues, and I have enjoyed being part of such a talented team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to assist in the handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope we can stay in touch, and I wish you and the company continued success in the future.

Sincerely,

[Your Name]