

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as Recruitment Consultant at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have enjoyed working with the team and appreciate the support I've received.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities to my colleagues.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]