

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] in the Environmental Science Department, effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly valued the opportunity to work with such a dedicated team and contribute to important environmental initiatives. However, after careful consideration, I have decided to pursue a new direction in my career.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the transition process. Please let me know how I can help during this time.

Thank you for the support and opportunities I have received during my time here. I hope to stay in touch and wish the team continued success in the future.

Sincerely,  
[Your Name]