

Resignation Farewell Letter

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

It is with a mixture of sadness and excitement that I write to inform you of my resignation from my position as [Your Position] at [Company's Name], effective [Last Working Day]. After careful consideration, I have decided to pursue a new opportunity that aligns with my personal and professional goals.

Working at [Company's Name] has been a remarkable experience. I am grateful for the support, guidance, and camaraderie that I have received from you and my colleagues. The memories we have created together will always hold a special place in my heart.

I am committed to ensuring a smooth transition during my remaining time here. Please feel free to reach out to me if you need any assistance or have questions regarding my responsibilities.

You can contact me at my personal email address: [Your Email] or via phone at [Your Phone Number]. I would love to stay in touch.

Thank you once again for everything. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]

[Your Position]