

# 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 Executive Director of [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after the successful completion of [Project Name] and is a step I have considered thoughtfully.

Working at [Company's Name] has been a gratifying experience and I am proud of what we have achieved together. I am particularly pleased with [specific accomplishments or contributions on the project]. I believe the project's success sets a solid foundation for the organization moving forward.

I am committed to ensuring a seamless transition and will assist in handing over my responsibilities to ensure continued progress. I look forward to staying connected in the future and will always cherish my time at [Company's Name].

Thank you for your understanding and support.

Sincerely,

[Your Name]