

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after considerable thought, as I must prioritize family commitments that require my immediate attention.

I want to express my deepest gratitude for the opportunities I have had while serving in this role. It has been an honor to work alongside such talented individuals and to contribute to the mission of [Company's Name].

I am committed to ensuring a smooth transition and will do everything I can to support the team during this period. Please let me know how I can assist in transferring my responsibilities effectively.

Thank you once again for your leadership and support during my tenure. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]