

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, e.g., two weeks from today]. This decision has not come easily, but due to personal reasons, I feel it is necessary for me to step down.

I am incredibly grateful for the opportunities I have had to work with such an exceptional team and to contribute to the mission of [Company's Name]. I appreciate the support and guidance I have received during my tenure, and I look forward to seeing the continued success of the organization.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will be available to assist in training my successor.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]