

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Notice

Dear [Recipient Name],

I am writing to formally resign from my position as Executive Director at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I will be relocating to [New City/Location].

I want to express my sincere gratitude for the opportunities I have had at [Company Name]. It has been a privilege to work alongside such talented individuals and to contribute to the organization's mission. I am proud of what we have accomplished together.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. I am happy to assist in training my successor and wrapping up ongoing projects.

Thank you once again for the support and opportunities I have received at [Company Name]. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]