

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 was not made lightly, as my time at [Company Name] has been incredibly fulfilling and instrumental to my professional growth. However, I have decided to pursue new opportunities that align with my career ambitions.

I am grateful for the support and guidance I have received during my tenure here. I truly appreciate the collaborative efforts of our team and the relationships I've built with my colleagues.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. I will do everything I can to support my successor and the ongoing projects.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the organization continued success in the future.

Sincerely,

[Your Name]