

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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and involved a lot of consideration. However, due to personal reasons, I believe it is the best choice for my current situation.

I am truly grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and the team. I have enjoyed working with everyone, and I appreciate the chance to be a part of such a wonderful organization.

I will do everything possible to ensure a smooth transition and will complete my current projects and assist in handing off my responsibilities.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]