

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day].

I would like to express my sincere gratitude for the opportunities for personal and professional development that you have provided me during my time at the company. I have enjoyed working with you and appreciate the support I have received from you and my colleagues.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]