

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, typically two weeks from the date above]. I have fulfilled all my tenure requirements and believe this is the right time for me to transition to new opportunities.

I want to express my gratitude for the support and opportunities I have received during my employment. It has been a pleasure to work with you and my colleagues, and I am proud of the contributions I have made to the team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

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

Sincerely,

[Your Name]