

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

After achieving a significant milestone in my tenure, specifically [mention the achievement], I have decided to pursue new opportunities and challenges that align with my career goals.

I am incredibly grateful for the support and opportunities provided during my time at [Company's Name]. I've enjoyed working with such a talented team and appreciate the experiences that have contributed to my professional growth.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the fantastic experiences and support. I hope to stay in touch and look forward to crossing paths in the future.

**Sincerely,**

[Your Name]