

# 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]. This decision was not an easy one and took a lot of consideration.

During my time at [Company's Name], I have truly enjoyed working with you and the entire team. I have learned and grown immensely in my role, and I am very grateful for the opportunities I've had here. I appreciate your support and guidance and hope to maintain our professional relationships beyond my time with the company.

Please let me know how I can assist during the transition period. I am committed to making this process as smooth as possible for everyone involved.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]