

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Following our recent discussions during the board meeting, I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date of the letter].

It has been a privilege to work with such a dedicated team and I am grateful for the opportunities for professional and personal growth I have gained during my time here.

I wish the board and my colleagues continued success and hope to stay in touch.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]