

Voluntary Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name] following the completion of our recent project collaboration. This decision was not made lightly, but I have concluded that it is time for me to pursue new opportunities.

Working on [Project Name] alongside such a talented team has been a rewarding experience. I am truly grateful for the support and guidance offered to me, and I have gained invaluable knowledge throughout this process.

My final day at [Company Name] will be [Last Working Day, typically two weeks from the date above]. During this transition, I am committed to ensuring a smooth handover of my responsibilities and will assist in any way necessary.

Thank you once again for the opportunity to collaborate and for your understanding of my decision. I look forward to staying in touch, and I wish the team continued success in the future.

Sincerely,

[Your Name]