

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. Following the recent celebration recognizing our team's achievements, I have taken some time to reflect on my career path. It is with mixed emotions that I submit my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Receiving this professional award has inspired me to pursue new challenges and opportunities that align with my long-term career goals. I am truly grateful for the support, mentorship, and experiences I've gained while being part of the [Company's Name] team. It has been a pleasure working alongside you and my colleagues.

During my remaining time, I will do my utmost to ensure a smooth transition and handover of my responsibilities. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]