

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 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 has not been easy, but after careful consideration, I have decided to pursue new opportunities that align more closely with my long-term career goals.

I am grateful for the experiences and growth I have achieved while working at [Company's Name]. The support from you and the team has been invaluable, and I will carry the skills I have gained here into my future endeavors.

I hope to maintain our professional relationship and stay in touch as I embark on this new chapter. Please let me know how I can assist during the transition period.

Thank you once again for the opportunities and support.

Sincerely,

[Your Name]