

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not easy, but I believe it is time for me to pursue new opportunities.

I want to express my deepest appreciation for the partnerships I have built during my time here. Working alongside such talented and dedicated individuals has been a truly rewarding experience. I will be forever grateful for the support and encouragement I received.

Thank you once again for the opportunities for personal and professional growth. I look forward to staying in touch and hopefully collaborating again in the future.

Warmest regards,

[Your Name]