

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my advisory role at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I prepare for my upcoming retirement.

It has been a privilege to work with such a talented group of individuals, and I deeply appreciate the support and opportunities provided to me during my time here. I will cherish the memories and experiences gained throughout my tenure.

During the transition period, I am more than willing to assist in any way to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company/Organization Name]. I wish you and the team continued success.

Sincerely,

[Your Name]