

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to explore different career paths that align more closely with my personal and professional goals. This decision has not been easy, as I truly value the experiences and relationships I have built during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for the support and opportunities for growth that you have provided me. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]