

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient 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].

This decision was not easy and comes after careful consideration of my personal circumstances. I have greatly enjoyed working with the team and contributing to the organization. I am proud of what we have accomplished together.

I will ensure a smooth transition and am happy to assist in handing off my responsibilities over the next few weeks.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company/Organization Name]. I appreciate your understanding and support.

Warmest regards,

[Your Name]