

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]

## **Subject: Resignation Letter**

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 was not taken lightly, as my time here has been immensely rewarding.

I would like to express my gratitude for the opportunity to work in an environment that encourages innovative learning programs. Participating in initiatives such as [specific program or project] has greatly enriched my professional development and understanding of [relevant field/subject].

Thank you once again for your support and guidance. I hope to keep in touch and look forward to following the continued success of [Company's Name].

Sincerely,

[Your Name]