

Resignation Letter Template for Civil Service Position

This **resignation letter template for civil service position** provides a professional and concise format for employees planning to formally resign from their government job. It includes key elements such as a clear statement of resignation, notice period details, expression of gratitude for the opportunity, and willingness to assist with the transition process. Using this template ensures that the resignation is communicated respectfully and adheres to official protocols, maintaining a positive relationship with the civil service employer.

Resignation Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Department Name]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

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

This decision has not been made lightly, as I have greatly appreciated the opportunities and experiences I have gained during my tenure with the civil service. I am grateful for your guidance, the support of my colleagues, and the chance to serve the community in this capacity.

I am committed to ensuring a smooth transition and will do my utmost to complete outstanding tasks and support the handover of my responsibilities. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be part of **[Organization/Department Name]**. I wish the organization continued success in the future.

Sincerely,

[Your Name]