

Professional Resignation Letter Sample with Apology for Inconvenience

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

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

This decision was not made lightly, and involved considerable reflection. I deeply appreciate the opportunities for professional and personal growth that you and the organization have provided me during my time here. I am sincerely grateful for the support and guidance extended to me by you and the entire team.

I apologize for any inconvenience my departure may cause to the team and the ongoing projects. Please rest assured that I am committed to ensuring a smooth transition. I am more than willing to assist with training my replacement and will do everything possible to ensure a seamless handover of my responsibilities.

Thank you again for the opportunity to be a part of [Company/Organization Name]. I hope to maintain our professional relationship in the future, and I look forward to staying in touch.

Sincerely,
[Your Name]