

Sample Formal Letter for Resignation from Government Job

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

[Recipient's Name]
[Recipient's Title/Position]
[Department/Agency]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with the [Department/Agency Name], effective [Last Working Day, e.g., "two weeks from today, on July 20, 2024"].

I would like to express my heartfelt gratitude for the opportunities for professional and personal development that you and the department have provided me during my tenure. I have enjoyed working with an exceptional team and am genuinely appreciative of the valuable experience and support extended to me.

Please let me know if I can assist in ensuring a smooth transition of my responsibilities. I am committed to maintaining the highest standards of professionalism during my remaining time and to making this transition as seamless as possible.

Thank you once again for the opportunity to be part of the [Department/Agency Name]. I look forward to staying in touch and wish the agency continued success in the future.

Sincerely,
[Your Name]