

Formal Resignation Letter with Notice Period (Government Employee)

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

[Recipient Name]
[Title/Position]
[Department Name]
[Government Organization/Office Name]
[Office Address]
[City, State, ZIP Code]

Subject: Resignation Letter with Notice Period

Dear [Recipient Name],

I am writing to formally tender my resignation from my position as [Your Position] at [Department/Organization Name], effective [Last Working Day, e.g., 30 days from the date of this letter, as per the required notice period]. This decision has been made after careful consideration, and I am committed to ensuring a smooth transition of my responsibilities.

In accordance with the notice requirements outlined in the [Relevant Government Policy/Rules], I will continue to perform my duties diligently throughout the notice period, assist in the handover process, and support any transitional arrangements deemed necessary.

I wish to extend my sincere gratitude for the opportunities for professional and personal development during my tenure with [Department/Organization Name]. It has been an honor to serve as part of your team and contribute to the department's objectives.

Please let me know if there are specific procedures or forms I should complete prior to my departure. I am happy to assist in training my replacement or in any way that facilitates a seamless transition.

Thank you very much for your understanding. I look forward to staying in touch and wish [Department/Organization Name] continued success in all its endeavors.

Sincerely,
[Your Name]