

## Formal Resignation Letter Sample

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from date]. This decision was not made lightly, as my time with [Company Name] has been both rewarding and transformative.

I want to extend my sincere gratitude for the excellent training and professional development opportunities provided to me during my tenure. The skills and knowledge I have acquired here have greatly contributed to my personal and career growth. I truly appreciate the guidance, mentorship, and support I have received from you and the entire team.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you again for investing in my professional development and for creating such a positive and supportive work environment. I am grateful for my experience at [Company Name] and will look back on my time here fondly.

Sincerely,  
[Your Name]