

Resignation Letter Template

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I would like to express my sincere gratitude for the opportunities and learning experiences I have gained during my time with the company. I truly appreciate the support and guidance provided by you and the team, which have contributed greatly to my professional growth.

Please let me know how I can assist during the transition. I wish the company continued success.

Thank you once again for everything.

Sincerely,
[Your Name]