

Formal Resignation Letter Sample

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

[Recipient Name]
[Recipient 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 the date above]. This decision was not made lightly, as I have greatly valued my time and experiences with the company.

I want to express my sincere appreciation for the opportunities I've had to work collaboratively on diverse and meaningful projects. Being part of such a dedicated and innovative team has been both inspiring and rewarding. The knowledge, skills, and camaraderie I have gained through our collective efforts have contributed significantly to my personal and professional growth.

I am committed to ensuring a smooth transition and will do everything in my power to wrap up my current projects and assist in training a replacement if needed. Please let me know how I can best support this process.

Thank you once again for the guidance, encouragement, and trust you have shown me during my tenure. I look forward to maintaining a positive relationship and hope our paths cross again in the future.

Sincerely,
[Your Name]