

Professional Formal Resignation Letter Template

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically as per required notice period]. This decision was made after careful consideration and aligns with my personal and professional goals.

In accordance with my employment contract, I am providing [notice period, e.g., "two weeks' notice"]. My final working day will be [Last Working Day, e.g., "Friday, July 5, 2024"]. During this notice period, I will ensure a smooth transition of my responsibilities and offer full support in training any appointed successor.

I am grateful for the opportunities and support I have received during my tenure at [Company Name]. Working with you and the team has been a valuable learning experience, and I appreciate the encouragement and guidance provided to me.

Please let me know if there is anything further I can do during this period to facilitate a seamless transition.

Thank you again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,
[Your Name]