

# Simple Resignation Letter Example

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

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

Dear [Recipient's Name],

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

I have greatly appreciated the opportunities and experiences during my time here. Thank you for your guidance and support, which have contributed greatly to my professional growth.

I have decided to pursue a different career path, and after careful consideration, I believe this is the best step for my personal and professional development.

I am committed to ensuring a smooth transition over the coming weeks. Please let me know how I can assist during this process.

Thank you once again for the opportunity to be part of [Company Name]. I look forward to staying in touch and hope our paths may cross again in the future.

Sincerely,  
[Your Name]