

Formal Resignation Letter for Government Office Staff

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

[Recipient's Name]
[Recipient's Title]
[Department/Office Name]
[Organization/Agency Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally notify you of my resignation from my position as [Your Position] with [Department/Office Name] in [Organization/Agency Name], effective [Last Working Day, e.g., 30 June 2024].

This decision has not been easy and comes after careful consideration of my career goals and personal aspirations. I am grateful for the opportunities, support, and guidance provided to me during my tenure. Working with a dedicated team in such a reputable agency has been a valuable experience that I will always appreciate.

I am committed to ensuring a smooth transition and will complete all outstanding duties and assist in the handover process as required. Please let me know how I can be of help during this period.

Thank you for the trust and opportunities extended to me during my service. I look forward to maintaining positive professional relationships in the future.

Sincerely,

[Your Name]