

Short Resignation Letter Template

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient Name

Designation

Company Name

Company Address

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, e.g., two weeks from today].

I am grateful for the opportunities and experiences I have gained during my time with the company.

I kindly request that you provide me with a work experience certificate detailing my role and tenure at [Company Name].

Please let me know how I can support the transition process during my remaining period.

Thank you for your guidance and support.

Sincerely,

[Your Name]