

Formal Resignation Letter Sample

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

[Recipient's Name]
[Recipient's Title/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 two weeks from the date above].

This decision did not come easily, as my time at [Company Name] has been incredibly rewarding both professionally and personally. I would like to extend my sincere gratitude for your exemplary leadership and the invaluable guidance you have provided throughout my tenure. Your mentorship has greatly contributed to my growth and development, and I deeply appreciate the opportunities I have had to learn under your direction.

I am committed to ensuring a seamless transition and am more than willing to assist in training a replacement or passing on my responsibilities as needed during my notice period.

Thank you once again for your support and encouragement. I will always look back on my experience at [Company Name] with appreciation and respect. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]