

Simple Resignation Letter Sample Expressing Regret

[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 as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I deeply regret any inconvenience my departure may cause. I have greatly enjoyed working with you and appreciate the opportunities for personal and professional growth that I have received during my time here.

I am truly grateful for your leadership and support, and I have learned a great deal from my colleagues and experiences at [Company Name]. Please be assured that I am committed to ensuring a smooth transition and am happy to assist in training my replacement or transferring my responsibilities as needed.

Thank you once again for the opportunity to be part of [Company Name]. I wish you and the team all the best for the future.

Sincerely,
[Your Name]