

# Formal Resignation Letter Template

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

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, with my last working day being [Last Working Day, e.g., July 12, 2024].

This decision was not made lightly and is due to personal reasons that require my attention. I want to assure you that I am committed to assisting with the transition process over the next two weeks to ensure a smooth handover of my responsibilities.

I would like to express my sincere gratitude for the opportunities for professional and personal development that you and the company have provided me during my time here. I appreciate your support and understanding regarding my decision.

Please let me know how I can help during this transition. Thank you once again for everything.

Sincerely,  
[Your Name]