

Formal Resignation Letter with Notice Period Template

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Employer's Name

Company Name

Company Address

City, State, ZIP Code

Dear [Employer's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, e.g., two weeks from the date above], in accordance with the [notice period] as stipulated in my employment contract.

I appreciate the opportunities for personal and professional growth that I have received during my tenure at [Company Name]. It has been a pleasure working with you and the entire team.

During my notice period, I am dedicated to ensuring a smooth transition and will do my best to hand over my responsibilities effectively. Please let me know how I can assist in this process.

Thank you once again for the support and encouragement throughout my time at [Company Name]. I wish the company continued success in the future.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Typed Name]