

## Short Formal Resignation Letter for Starting New Career Journey

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

[Recipient Name]  
[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 [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities and support I have received during my time with the company. It has been a pleasure working alongside you and the team.

As I embark on a new career journey, I am committed to ensuring a smooth transition of my responsibilities. Please let me know how I can assist during this period.

Thank you once again for the invaluable experiences and guidance. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]