

RESIGNATION LETTER

[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 announce my resignation from my position at [Company Name], effective [last working day, typically two weeks from the date above]. This decision was not made lightly and comes after careful consideration of my career goals and personal aspirations.

During my time at [Company Name], I have gained valuable skills and experience, for which I am truly grateful. I have enjoyed working with the supportive team and contributing to the company's projects and goals. However, I feel it is time for me to move on to new opportunities and challenges.

Please let me know how I can help during the transition period. I am willing to assist in training my replacement and will ensure that all my responsibilities are up to date before my departure.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]