Jajkakalalal

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

[Recipient's Name] [Recipient's Position] [Company Name] [Company Address] [City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally tender my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. Please accept this letter as my formal notice of resignation.

I have thoroughly enjoyed my time at [Company Name] and am grateful for the opportunities and experiences I have gained during my tenure. I have had the privilege of working with an exceptional team and have learned a great deal from my colleagues and superiors. However, after careful consideration and personal reflection, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals.

I want to express my sincere gratitude to [Recipient's Name] for their guidance, support, and leadership during my time with the company. I have grown both professionally and personally under their mentorship and am truly appreciative of their contributions to my development.

In order to ensure a smooth transition of my responsibilities, I am committed to assisting in any way possible during the upcoming weeks. I am prepared to assist in training my replacement, documenting key processes and procedures, and providing support as needed.

I will do everything in my capacity to wrap up any pending projects or tasks and ensure that all necessary handover processes are completed before my departure. I understand the importance of maintaining continuity for the team and the company, and I will make every effort to facilitate a seamless transition.

Please let me know how I can be of assistance in the transition process and if there are any specific tasks or responsibilities you would like me to focus on during my remaining time here.

I would like to take this opportunity to express my gratitude to the entire [Company Name] team for their collaboration, camaraderie, and support throughout my employment. I have made lasting connections here and will cherish the memories and experiences I have had.

Thank you once again for the opportunity to be a part of the [Company Name] family. I wish you and the entire team continued success and growth.

Yours sincerely,

[Your Name]