

Letter Of Resignation Sample

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day].

Thank you for the opportunity to be part of [Company Name]. I have greatly valued my time here and appreciate the support and encouragement I've received.

I will do my best to assist with the transition and ensure that my responsibilities are handled smoothly.

Sincerely,
[Your Name]