

Letter Of Resignation Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Last Working Day].

The past [length of time] have been incredibly rewarding, and I am so thankful for the chance to be part of such a supportive and inspiring team. I've learned a great deal and have grown both personally and professionally thanks to the leadership and collaboration here.

While I am excited about the opportunities ahead, leaving [Company Name] is bittersweet. I'll do everything possible to ensure a smooth transition, including [mention specific actions, such as training a replacement or completing pending tasks].

Thank you once again for everything. I look forward to staying in touch and wish [Company Name] all the best.

Warm regards,

[Your Name]