

# Letter Of Resignation

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject:** Resignation Letter

Dear [Recipient's 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 of this letter].

Working at [Company Name] has been an invaluable experience. I have appreciated the opportunities to grow professionally, collaborate with an exceptional team, and contribute to the success of the organization. [You can mention specific experiences or projects if you wish.]

This decision was not an easy one, as I hold [Company Name] and its people in high regard. However, [briefly mention the reason for resigning if you're comfortable, e.g., pursuing a new opportunity, personal reasons, etc.].

I am committed to ensuring a smooth transition during this period. I am more than willing to assist with training a replacement, transferring responsibilities, or completing pending tasks before my departure.

Thank you for the support, guidance, and opportunities provided to me during my tenure. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Full Name]