

Letter Of Resignation

For Work Short

[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].

I am grateful for the opportunities and support I have received during my time here. Working with such an amazing team has been a privilege, and I deeply appreciate the experiences I've gained.

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist during this process.

Thank you for everything, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Full Name]