

Letter of Resignation

For Work

[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: Formal Resignation Letter

Dear [Recipient's Name],

Please accept this letter as my formal resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

It has been an honor to work with [Company Name], and I am truly grateful for the opportunities to grow professionally and personally during my time here. I especially appreciated [specific experience, project, or aspect of the company].

I will do my best to ensure a seamless transition. Please let me know how I can assist in transferring my responsibilities or training my replacement.

Thank you for your support and guidance throughout my time at [Company Name]. I wish the organization continued success in the future.

Sincerely,

[Your Name]