

Informal Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I'm writing to let you know that I have decided to resign from my position at [Company Name]. This decision hasn't been an easy one, but after careful consideration, I believe it is the right step for my personal and professional growth.

I want to express my gratitude for the opportunities I've had during my time at [Company Name]. It has been an incredible journey, and I've learned and grown so much as a professional. I've had the privilege of working with amazing colleagues and have built relationships that I will cherish.

My last day of work will be [last working day, usually two weeks from the date of the letter]. I'm more than willing to assist with the transition process during this period. Please let me know how I can be of help to ensure a smooth handover of my responsibilities.

I sincerely appreciate the support and encouragement I've received from you and the entire team. It has been a pleasure being a part of [Company Name], and I'll always remember the experiences and lessons I've gained here.

If there is anything specific you'd like me to do before I leave, please don't hesitate to let me know. I

want to ensure that my departure causes minimal disruption to the company's operations.

I will always be grateful for the time I spent at [Company Name], and I'm looking forward to staying in touch with everyone.

Thank you once again for the opportunities and experiences. Wishing you and the team all the best in the future.

Warm regards,

[Your Name]