Resignation Letter Short

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally tender my resignation from my position at [Company/Organization Name], effective [Last Working Date]. This decision was not made lightly, but after careful consideration, I believe it is the right step for my personal and professional growth.

I want to express my sincere gratitude for the opportunities and experiences I have had during my time at [Company/Organization Name]. It has been a privilege to work with such talented and dedicated colleagues, and I will cherish the memories we have created together.

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

Thank you for the support and encouragement I have received during my tenure at [Company/Organization Name]. I wish the team continued success and prosperity in all future endeavors.

Sincerely,

[Your Name]