Resignation Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective two weeks from today's date, [Last Working Day, typically two weeks from the current date].

I have thoroughly enjoyed my time at [Company Name] and am grateful for the opportunities and experiences I've had during my tenure. This decision to resign was not an easy one, but after careful consideration, I believe it is the right step for my personal and professional growth.

I am committed to ensuring a smooth transition of my responsibilities during the next two weeks. Please let me know how I can assist in transferring my tasks and responsibilities to my colleagues or finding and training a replacement, if necessary.

I would like to express my sincere gratitude to you and the entire team for the support, guidance, and camaraderie I have experienced here. I have learned a great deal and will carry these valuable lessons with me throughout my career.

Thank you once again for the opportunity to be a part of [Company Name]. I wish the company continued success and growth in the future.

Sincerely,

[Your Full Name]

[Your Signature (if submitting a physical copy)]

[Date]