

Simple Resignation Letter Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inform you that I am resigning from my position as [Your Job Title] at [Company/Organization Name]. Please consider this letter as my formal notice, and my last day of employment will be [Last Working Day, typically two weeks from the date of the letter].

I have sincerely appreciated the opportunities and experiences I have gained while working with [Company/Organization Name]. I am grateful for the support and guidance from my colleagues and the valuable lessons I have learned throughout my tenure.

I assure you that I will do my best to ensure a smooth transition during my notice period. If there are any specific tasks or responsibilities you would like me to focus on during this time, please let me know.

I am thankful for the relationships I have built during my time here and will cherish the memories and learning experiences for years to come.

Please let me know if there is any paperwork or formalities required from my end to complete the resignation process. I am more than willing to cooperate to facilitate a seamless transition.

Once again, thank you for the opportunities and support during my time at [Company/Organization Name]. I wish the organization continued success and prosperity in the future.

Sincerely,

[Your Name]