

[Date]

[Recipient Name]

[Recipient Position/Title]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

Subject: Resignation Letter

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above].

I appreciate the opportunities for professional and personal development that you have provided during my tenure. I have enjoyed working with you and the team.

Please let me know how I can assist during this transition period. Thank you again for the opportunity to be a part of [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Contact Information]