[Name]

[Mobile Number]

[Email]

[Address]

FULL NAME

RESIGNATION LETTER

A white circle with a person in the middle

Description automatically generated

A white circle with a black background

Description automatically generated[Recipient's Name]

A white circle with buildings in it

Description automatically generated[Recipient's Title & Department]

A black and white circle with a point in the center

Description automatically generated[Company's Name]

A calendar icon on a black background

Description automatically generated[Company’s Address]

[Date]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically four weeks from the date of this letter].

This decision was not made lightly, and I deeply appreciate the opportunities for professional growth and development that [Company Name] has provided me during my time here. I have enjoyed working with such a talented and dedicated team, and I am grateful for the support and guidance I have received.

Please let me know how I can assist during this transition period to ensure a smooth handover of my responsibilities. I am committed to making the transition as seamless as possible.

Once again, thank you for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Full Name]  
[Your Signature (if submitting a hard copy)]