



# Resignation Letter Template

(*Your Name*)  
(*Your Address*)  
(*City and Code*)  
(*Email Address*)  
(*Phone Number*)  
(*Date*)

(*Recipient's Name*)  
(*Recipient's Job Title*)  
(*Company Name*)  
(*Company Address*)

Dear (*Recipient's Name*),

I am writing to formally announce my resignation from my position as (*Your Job Title*) at (*Company Name*), effective (*Today's Date*). This decision has not been made lightly, but after careful consideration, I believe it is the right step for both my personal and professional growth.

I will do my best to ensure a smooth transition during my notice period. I am open to assisting with any necessary training or handing over of responsibilities to my successor. Please let me know how I can be of help to ensure a seamless transfer of my duties.

I am committed to maintaining the confidentiality and integrity of the company during this transition period and beyond. Please inform me of any exit procedures I need to follow or any documents that require my attention.

I would like to take this opportunity to thank you, and the entire team at (*Company Name*), for the support and encouragement that has made my time here fulfilling and rewarding.

If there is anything else I can do to facilitate the transition, please do not hesitate to reach out to me.

Sincerely,

(*Your Name*)

(*Your Signature*)