

RESIGNATION LETTER TEMPLATE



[Date]

[Recipient's Name and Title]
[Company Name]
[Company Address]

[Your Name and Your Address]
[City, State, Postal Code]
[Email Address and Phone number]

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]