

Official Resignation Letter PDF

Heading

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Addressee

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Opening

Subject: Formal Resignation

Body

Dear [Recipient's Name],

This letter is to formally announce my resignation from [Company's Name], effective [Last Working Day]. This decision comes after careful consideration of my career goals and personal objectives.

I have appreciated the professional development and growth opportunities that were provided to me during my tenure. Working with you and the team has been a highlight of my career.

I am eager to assist in the recruitment and training of my replacement. Additionally, I will ensure that all my responsibilities are up to date before my departure.

Closing

Thank you for your understanding.

Best Wishes,

[Your Name]