Official Resignation Letter PDF

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### 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]**