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# Official Resignation Letter Template

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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: Official Resignation from [Your Position]

## Body

Dear [Recipient's Name],

Please accept this letter as formal notification that I am leaving my position with [Company's Name] effective [Last Working Day, typically four weeks from the date above].

**During my time here, I have grown professionally and personally, for which I am extremely grateful. I've had the opportunity to work with a fantastic team and contribute to several exciting projects that have driven my career forward.**

**I am committed to providing whatever assistance necessary during the transition period and ensuring that my projects continue without interruption.**

**Closing**

**Kind Regards,**

**[Your Name]**