
Official Resignation Letter Template

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]