**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]**