**Official Resignation Letter with Notice Period**

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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: Resignation Notice - [Notice Period Duration]**

### **Body**

**Dear [Recipient’s Name],**

**I hereby submit my resignation from my position as [Your Position] at [Company’s Name], effective [Date], which includes the mandatory notice period of [Notice Period Duration].**

**I want to express my gratitude for the opportunities I have had during my time at the company. The professional experiences I have gained here will undoubtedly benefit me in my future endeavors.**

**During my notice period, I am committed to completing my ongoing projects and facilitating a smooth transition of my duties. I am also available to help train my successor and provide guidance on the current projects.**

### **Closing**

**I look forward to your support during this transition, and I hope to leave on a positive note that reflects the great experiences I have had working here.**

**Thank you for everything.**

**Sincerely,**

**[Your Name]**