

Official Resignation Letter with Notice Period

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]