

Employee Resignation Letter

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Subject: Formal Resignation from the Position of [Your Position]

Dear [Your Boss's Name],

I would like to inform you of my decision to resign from my position as [Your Position] with [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

During my time at [Company Name], I have grown both professionally and personally, facing challenges with determination and learning more than I had ever anticipated. For this, I am deeply appreciative.

I am committed to ensuring a seamless transition and will do all I can to hand over my responsibilities efficiently. I look forward to staying in touch, and I am excited about the new direction I am taking.

Thank you for your understanding and for the opportunity to work at [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]