

Simple Resignation Letter Template

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Subject: Resignation from [Your Position]

Dear [Your Boss's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, [Last Working Day].

Thank you for the opportunities for growth and experience during my time at [Company Name]. I am grateful for the support from my colleagues and the valuable experiences I have gained.

Please let me know how I can help during the transition period. I hope to make the process as smooth as possible.

Sincerely,

[Your Signature]

[Your Printed Name]