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]**