

# Simple Resignation Letter Sample

## 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 - [Your Full Name]

## Body

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today's date. This was not an easy decision and took a lot of consideration.

Thank you for the opportunities for growth that I have experienced during my time with the company. I have enjoyed working at [Company's Name] and appreciate the support provided by you and my colleagues.

Please let me know how I can help during the transition and ensure a seamless changeover.

### Closing

Sincerely,[Your Name]