Simple Resignation Letter Sample

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### **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]**