**Simple Resignation Letter Sample**

**horizontal line**

**[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
[Recipient’s Position]  
[Company’s Name]  
[Company’s Address]  
[City, State, Zip Code]**

**Subject: Resignation Notice**

**Dear [Recipient’s Name],**

**I am writing to inform you that I am resigning from my position at [Company’s Name], effective two weeks from today on [Last Working Day].**

**Thank you for the opportunities for growth and development you have provided during my time here. I have enjoyed working for the company and appreciate the support given to me.**

**If I can assist during this transition, please let me know.**

**Sincerely,  
[Your Name]**