**Standard Job Resignation Letter template**

**[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: Notice of Resignation**

**Dear [Recipient’s Name],**

**Please accept this letter as notice of my resignation from my position as [Your Position] at [Company’s Name]. My last day of employment will be [Last Working Day, typically two weeks from today].**

**During my time here, I have thoroughly enjoyed the challenges and opportunities presented to me. I have appreciated working under your guidance and have learned a lot, which I will take with me throughout my career.**

**I will do my utmost to complete my current projects and pass on my responsibilities to ensure as seamless a transition as possible. Please let me know how I can help during this transition.**

**I look forward to keeping in touch, and thank you again for the opportunity.**

**Warm regards,  
[Your Name]**