Standard Job Resignation Letter Template Word

**[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 from [Your Position]**

**Dear [Recipient’s Name],**

**This letter serves as my formal resignation from my role as [Your Position] at [Company’s Name], effective [Last Working Day, typically two weeks from the date mentioned above].**

**It has been a pleasure to work with you and your team over the past [Duration of Employment]. The experiences I have gained during my tenure have been invaluable, and I am grateful for the opportunities provided to me.**

**I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. Please let me know if there is anything specific you would like me to do.**

**Thank you for the support and opportunities over the past [Duration of Employment]. I hope to keep in touch, and I look forward to seeing how the company continues to grow.**

**Best regards,  
[Your Name]**