

Standard Job Resignation Letter with Notice Period

[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 Effective [Last Working Day]

Dear [Recipient's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [Company's Name], with my last day being [Last Working Day], following the required notice period of [Notice Period Duration].

I have valued my tenure at [Company's Name] and feel grateful for the encouragement to grow and push the boundaries of my capabilities. This experience has significantly contributed to my professional development.

I am committed to facilitating a smooth transition and will ensure that all my tasks are completed and, where possible, will train other team members to take over my duties.

Thank you for the opportunities for growth that you have provided me.

Yours sincerely,

[Your Name]