

Simple Resignation Letter Sample

[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]