

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]