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]**