
Standard Job Resignation Letter template

[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: Notice of Resignation

Dear [Recipient's Name],

Please accept this letter as notice of my resignation from my position as [Your Position] at [Company's Name]. My last day of employment will be [Last Working Day, typically two weeks from today].

During my time here, I have thoroughly enjoyed the challenges and opportunities presented to me. I have appreciated working under your guidance and have learned a lot, which I will take with me throughout my career.

I will do my utmost to complete my current projects and pass on my responsibilities to ensure as seamless a transition as possible. Please let me know how I can help during this transition.

I look forward to keeping in touch, and thank you again for the opportunity.

Warm regards,

[Your Name]