
Employee Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally announce my resignation from [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

After much consideration, I have decided to [mention the reason for leaving, e.g., pursue another career opportunity, focus on personal reasons, or simply leave it as a decision for personal growth]. This decision was not made lightly, and I deeply

appreciate the opportunities for professional and personal development that you have provided me during my time with the company.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. I am willing to assist in training my replacement or to provide support in any other way that can help minimize the impact of my departure.

I have truly enjoyed my tenure at [Company Name], and I am grateful for the opportunity to work with such a talented and dedicated team. I look forward to staying in touch, and I hope our paths cross again in the future.

Thank you again for the opportunity to be a part of [Company Name]. Please let me know how I can assist during this transition period. I wish the company continued success and growth in the future.

Sincerely,

[Your Name]