

# [YOUR NAME]

## RESIGNATION LETTER

[Current Date]  
[Name of Recipient]  
[Title and Department of Recipient]  
[Address of Recipient]  
[Contact Information of Recipient]

To [Name and Title of Recipient]:

Kindly accept this letter as my formal resignation as [Current Role] at [Name of Organization]. My last day is expected to be on [Effective Date].


I am incredibly grateful for the opportunities that I have been given in this post. I would also like to thank you for being supportive of my professional growth. [Highlight moments or people during your tenure that you are thankful for].


Let me know how I can help in making the transition of responsibilities as seamless as possible for everyone involved.


Best wishes,

*Signature*

**Full Name**

 +123-456-7890

 @reallygreatsite

 hello@reallygreatsite.com