

WRITE YOUR NAME HERE

Resignation Letter

Date

Name of Recipient

Title and Department of Recipient

Address of Recipient

Contact Information of Recipient

To whom it may concern:

Keep your resignation letters simple, brief, and straight to the point. Letters of this nature are not lengthy. Keep your tone professional since this is a formal document.

For the first paragraph, begin by stating that you are formally stepping down from your role. Specify your position and the effective date of your resignation. You may also share the reason you are exiting, such as an external opportunity or a shift in priorities.

Express how grateful you are for the opportunities you have had in this role and how they impacted your professional growth. You may also highlight people in the team you have enjoyed working with.

Finally, close with a polite statement about how you want to help with a smooth transition. You may leave your contact information for next steps or you may simply say your thanks.

Best regards,

Signature

FULL NAME