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# Formal Resignation Letter Format

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally tender my resignation from [Your Position] at [Company Name], effective [End Date]. My decision is based on [Brief Reason or Personal/Professional Development]. I truly appreciate the opportunities and experiences I've had at [Company Name].

I am committed to assisting in a smooth transition. Please let me know how best I can facilitate this process.

Thank you for your understanding and support.

Sincerely,

[Your Name]