
Formal Resignation Letter to Boss

Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Your Boss's Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Boss's Name],

It is with deep respect and gratitude that I submit my formal resignation from [Your Position], effective [End Date]. Your leadership and insights have greatly influenced my growth at [Company Name].

I am keen to assist in any way possible to make this transition as smooth as feasible.

Warmest regards,

[Your Name]