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# Formal Resignation Letter with Notice Period Example

[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 wish to formally resign from my role as [Your Position], effective [End Date], thereby providing the stipulated [X Weeks] notice period. This decision has been made after much consideration, prioritizing my [Brief Reason].

During this notice period, I'm dedicated to ensuring that all my responsibilities are adequately handed over and that the transition remains seamless.

Thank you for the invaluable experience and guidance during my time here.

Warm regards,

[Your Name]