
Resignation Notice Letter Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, e.g., September 30, 2023].

It has been a great experience working here, and I have learned and grown both professionally and personally. My decision to leave is based on [brief reason for leaving, e.g., "personal reasons" or "a new career opportunity"].

I am committed to ensuring a smooth transition and will do my best to assist in any way necessary.

Thank you for the opportunities and guidance you have provided during my tenure. I value the relationships and memories I've built here and hope to stay in touch.

Sincerely,

[Your Name]