[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally submit my resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically one month from the date of the letter].

Working for [Company Name] has been an incredibly enriching experience, and I am grateful for the opportunities and growth I have achieved during my time here. However, after careful consideration and personal reflection, I have decided to pursue a new career path that aligns more closely with my long-term goals.

During my tenure at [Company Name], I have had the pleasure of working with a competent and supportive team, which has greatly contributed to my professional development. The knowledge and skills I have acquired will undoubtedly benefit me in my future endeavors. I would like to express my sincere gratitude to both my colleagues and superiors for their guidance, mentorship, and collaboration throughout my time here.

To ensure a smooth transition, I am committed to fulfilling my duties and responsibilities until my last day of employment. I am more than willing to assist in training my replacement or provide any necessary documentation to facilitate a seamless handover process. Please do not hesitate to inform me of any specific tasks or projects I should prioritize to ensure a successful transition.

In addition, I will return any company property, including keys, access cards, and documents, before my departure date. Kindly let me know the necessary procedures or paperwork required for this process.

Lastly, I want to express my appreciation for the opportunities provided by [Company Name] and the trust placed in me throughout my employment. I genuinely value the relationships I have built here and hope to maintain connections in the future.

Thank you for your understanding and support in this matter. It has been an honor to contribute to the success of [Company Name]. I wish the company continued growth and prosperity.

Please let me know if there is anything else I can do to facilitate a smooth transition. I look forward to your guidance in this matter.

Yours sincerely,

[Your Name]