

# Resignation Letter Advice

Dear [Recipient's Name],

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

I have thoroughly enjoyed my time at [Company Name], and I am grateful for the valuable experiences and opportunities I have had here. The decision to leave was not an easy one, but after careful consideration, I have determined that it is time for me to pursue new challenges and opportunities in my career.

I am committed to ensuring a smooth transition during my remaining time here, and I am more than willing to assist in any way to facilitate this process.

I want to express my sincere gratitude to you and the entire team for the support, guidance, and camaraderie I have experienced during my tenure. I have learned and grown both personally and professionally during my time at [Company Name], and I will always look back on my time here with fond memories.

Please let me know if there is anything specific I can do to make the transition easier or if you require any additional information from me.

Thank you once again for the opportunity to be a part of [Company Name]. I wish the team continued success and prosperity in the future.

Sincerely,

[Your Name]