[Your Name]

[Your Address]

[City, State Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State Zip Code]

Dear [Mr./Ms. Last Name or Appropriate Title],

Please accept this letter as formal notification of my resignation from the position of [Your Job Title] at [Company Name]. My last day of employment will be [Your Intended Last Day of Work], in accordance with the [Notice Period] outlined in my employment agreement.

After careful consideration, I have decided to resign from my position due to [Brief Reason for Leaving]. While this decision was not an easy one, I believe it is the best course of action for me at this time.

[Optional: Provide a 1-2 sentence explanation of your reason, such as:

* Pursuing a new opportunity that aligns with my long-term career goals
* Relocating due to personal/family circumstances
* Returning to school to further my education
* Transitioning to a new career path

Approach this section with professionalism and avoid negative remarks about the company or colleagues.]

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time at [Company Name]. Working alongside such a talented and dedicated team has been truly rewarding, and I will carry the lessons learned with me as I embark on this new chapter.

During the remaining [Notice Period], I will make every effort to ensure a smooth transition of my responsibilities. I am happy to assist in training my replacement and providing detailed documentation to facilitate a seamless handover process.

Thank you again for the support and guidance you have provided me throughout my tenure at [Company Name]. I wish you and the entire team continued success in the future.

Sincerely,

[Your Handwritten Signature (for hard copy letter)]

[Your Name]