

[Your Name]

Resignation Letter

[Name of Recipient]
[Title and Department of Recipient]
[Address of Recipient]
[Contact Information of Recipient]

[Current Date]

To **[Name and Title of Recipient]**:

Kindly accept this letter as my formal resignation as [Current Role] at [Name of Organization]. My last day is expected to be on [Effective Date].


I am incredibly grateful for the opportunities that I have been given in this post. I would also like to thank you for being supportive of my professional growth. [Highlight moments or people during your tenure that you are thankful for].


Let me know how I can help in making the transition of responsibilities as seamless as possible for everyone involved.

Best wishes,

Signature

[Full name]

 [Your Email]

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