**RESIGNATION LETTER**

**From:**

**[NAME]**

**[ADDRESS]**

**[INSERT DATE]**

**To:**

**[RECIPIENT NAME]**

**[ADDRESS]**

**RE: Resignation**

Dear [INSERT RECIPIENT NAME],

Please accept this letter as my formal resignation from my position as [POSITION NAME] at [COMPANY NAME], effective [NUMBER OF WEEKS NOTICE] weeks from today’s date, [CURRENT DATE].

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your repeated guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

[SIGNATURE]

[PRINTED NAME]