**Resignation Letter**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Today’s Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

I have truly enjoyed my time at [Company Name] and am grateful for the opportunities I have had to learn, grow, and contribute to the team. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals.

I will do everything possible to ensure a smooth transition during my remaining time here. I am committed to completing my current projects and assisting with the training of my replacement, if necessary.

I want to express my gratitude to you and the entire team for your support and guidance during my tenure. I have learned a great deal from each of you, and I will always cherish the relationships I have formed here.

Please let me know if there is anything specific I can do to assist with the transition process. I am more than willing to help in any way I can.

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

Sincerely,  
[Name]

**Resignation Email**

Subject: Resignation - [Your Name]

Dear [Recipient's Name],

I hope this email finds you well. I am writing to inform you of my decision to resign from my position as [Your Job Title] at [Company Name], effective [Your Last Working Day, typically two weeks from the date of the email].

I have thoroughly enjoyed my time at [Company Name] and am grateful for the opportunities I've had to contribute to the team and grow both personally and professionally. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals.

I am committed to ensuring a smooth transition during my remaining time here. I will complete any outstanding tasks and assist with the transition of my responsibilities to other team members as needed.

I want to express my sincere gratitude to you and the entire team for your support, guidance, and camaraderie throughout my time at [Company Name]. I have learned a great deal from each of you, and I will always value the relationships I've built here.

Please let me know if there are any specific tasks or projects you would like me to prioritize during my notice period, or if there's anything else I can do to facilitate a seamless transition.

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

Best regards,  
[Name]  
[Job Title]  
[Contact Information]