TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Resignation letter

Dear **[name of recipient]**

I would like to inform you that I am resigning from my position as **[name of position]** for **[company name]**, effective **[date]**.

I appreciate the opportunities for professional development that you have provided me over the past **[period]**. I have enjoyed my tenure at **[company name]**, and in particular feel honored to have been a part of such a supportive team.

I am of course offering to help as much as possible in the transition of my work assignments to my replacement. I will also make sure that all my reports are up to date and ready to be handed over.

To help ease the transition for my replacement, here is a list of my main tasks and responsibilities the last few months:

**[List of main tasks and responsibilities]**

Thank you again for the opportunity to work here at **[name of company]**. I wish you all the best and hope to stay in touch. You can always reach me at **[contact information].**

Sincerely,

**[your signature]**

**[Your Name]**​