TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub**: Resignation Letter

Dear **[Name],**

I am writing this letter to notify you that I am resigning from my position as **[Position Name],** effective **[Day Date].**

I appreciate the opportunity for professional growth you have provided during my time at **[Company Name].** Thank you for your support and encouragement.

Please let me know how I can help during the transition period. I wish you and the company the best.

Sincerely

**[Name]**