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 to inform you of my decision to resign as **[Position Name]**, effective **[Day Date]**.

The past **[#]** years have been a wonderful experience for me. I appreciate the opportunities you've given me to learn and grow, and I value all of the professional relationships I've been able to develop here.

I wish you and the company all the best.

Please let me know if there is any way I can assist with the transition. I hope to stay connected.

Sincerely

**[Name]**