

Resign Letter Format

Dear [Employer's Name],

I am writing to formally tender my resignation from my position as [Job Title] at [Company Name]. My last day of employment will be [Date].

I have greatly appreciated the opportunities and experiences I have had while working at [Company Name]. However, after much consideration, I have decided to pursue other career opportunities that better align with my personal and professional goals.

I am committed to ensuring a smooth transition for my team and the company. I am available to assist in any way necessary to make this process as seamless as possible. I would also be happy to schedule a meeting to discuss my transition plan in more detail.

Thank you again for the opportunities and support you have provided during my time at [Company Name]. I have learned a great deal and have valued my time here.

Sincerely,

[Your Signature]

[Your Name]