## Resignation Letter Template

[State Your Name],  
[State Your Address],  
[State Your City, State, Country],  
[Input Phone Number],  
[Input Email Address],  
[Date of the Letter],  
[Recipient’s Name],  
[Title],  
[Company’s Title]

Dear [Recipient’s Name],

The starting paragraph should begin with an introduction, such as: The purpose of this letter is to formally inform the company of my resignation. My last date, as an employee of (Company’s name), will be XX-XXX-XXXX, which is due in about two weeks.

The Second paragraph should share in the details and include a short thank you note for all the opportunities you’ve gained, like: It was a hard decision to finalize. I will always be thankful to the company for all the support they’ve provided, throughout the years. The countless experience and opportunities that I’ve gained here as an employee, will always be unparalleled. Working with you has been a pleasure.

Lastly, add in a note that states how you’d be willing to co-operate with the substitution and end on a happy note by wishing the company all the best.

Sincerely,  
[Insert sign],  
[Name]