

# Resignation Letter Example

Dear **[Employer]**,

This is to inform you that I am resigning from my position as **[Job Title]** at **[Company]**. **[Date]** will be my last day of work as an employee of the **[Company]**.

I greatly appreciate the opportunity to work with such a talented team of experts and professionals. I have learned a lot from every person in the organization. I am grateful for the skills and experiences I have gained during my time at **[Company]**.

I am resigning to pursue a new opportunity that aligns with my long-term career goals. However, I am committed to ensuring a smooth transition for my colleagues and the company. I am happy to assist in any way during my remaining time here to help ease the transition process.

Again, I want to express my humble gratitude for the opportunity to work at **[Company]** and the support provided by you and all my colleagues. I hope to stay in touch and follow the continued success of the company.

Sincerely,

[Your Name]