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# Simple Resignation Letter Sample

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Today's Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear **[Employer's Name]**,

I am writing to formally announce my resignation from [Your Position] at **[Company Name]**, effective two weeks from today, [Your Last Working Day]. This decision has not been an easy one and took a lot of consideration. However, after careful thought, I have decided to move forward with opportunities that align more closely with my career goals.

I want to express my gratitude for the rewarding employment I've had with **[Company Name]**. I appreciate the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working for the company and value the support provided to me during my tenure.

Please let me know how I can assist during this transition and make it as smooth as possible. I am willing to help in training my replacement or in other ways that might help ease my departure.

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Thank you again for the opportunity to work at **[Company Name]**. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

**[Your Name]**