

# Resignation Letter

**[You're Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear (Recipient's Name),

This letter is to inform you about my resignation. Please accept my resignation from the post of [enter post] as [enter rank]. My last day at the office will be [enter date]. The reason of my resignation is [enter reason]. I would like to say that I had a wonderful time working with you and your team and learned a lot during the [enter period] years' time that I had at the office but since I have mentioned the legitimate reason of my resignation, I now expect you to accept my resignation.

Please inform me if I am of any help regarding the recruitment for my replacement. Thank you for the time that we had together!

**[You're Name]**

[Senders Title] -Optional-