

Subject: Resignation from My Position

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision comes after much reflection in light of the recent leadership change. I have appreciated the opportunity to work under the guidance of the previous leadership and am incredibly grateful for the growth and experiences I have gained during my time here.

I would like to express my sincere gratitude to you and all my colleagues for the support and collaboration throughout my tenure. It has been a rewarding journey, and I truly value the relationships and knowledge I have acquired.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company/Organization Name]. I am looking forward to staying in touch, and I wish everyone continued success under the new leadership.

Warm regards,

[Your Name]