[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing this letter to formally resign from my position as [Your Position] at [Company Name], effective [last working day, usually a week from the date of the letter]. This letter serves as my one-week notice as per the terms of my employment contract.

I have thoroughly considered this decision and after careful deliberation, I have decided to pursue a new opportunity that aligns better with my long-term career goals. While this was not an easy decision to make, I believe it is in the best interest of both parties involved.

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my tenure at [Company Name]. The exposure to challenging projects and the guidance received from my colleagues and superiors have been invaluable in shaping my professional growth. I genuinely appreciate the support and mentorship provided to me throughout my time here.

During the remaining week of my employment, I am committed to ensuring a smooth transition of my responsibilities. I am more than willing to assist in training my replacement or provide any necessary information to facilitate the handover process. I will complete any pending tasks and tie up any loose ends to the best of my ability.

Please consider this letter as my formal resignation and initiate the necessary procedures to process my exit from the company. Kindly let me know of any paperwork or procedures that I need to complete before my departure.

I would also like to take this opportunity to extend my heartfelt thanks to the entire team at [Company Name]. The camaraderie, collaboration, and support I received from my colleagues have made my time here truly memorable.

I am grateful for the professional growth and learning opportunities I have had at [Company Name]. I am confident that the skills and knowledge I have gained will serve me well in my future endeavors.

I wish [Company Name] continued success and prosperity in the future. Thank you once again for the valuable experiences and for your understanding in accepting my resignation. I look forward to maintaining positive relationships with everyone at [Company Name] even after my departure.

Should you require any further information or assistance, please do not hesitate to contact me. Thank you for your attention to this matter.

Yours sincerely,

[Your Name]