

****Template Example 1: Formal Resignation Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to formally resign from my position as [Your Position] with
[Department/Agency Name], effective [Last Working Day, typically two
weeks from the date above].
I have greatly appreciated the opportunity to serve and contribute to
[Department/Agency Name]. Thank you for the support and encouragement I
have received during my time here.
Please let me know how I can assist during the transition.
Sincerely,
[Your Name]

****Template Example 2: Brief Resignation Email****

Subject: Resignation Notice
Dear [Supervisor's Name],
I am writing to inform you of my resignation from my position as [Your
Position], effective [Last Working Day].
I appreciate the opportunities for personal and professional development
during my tenure.
Thank you,
[Your Name]

****Template Example 3: Emotionally Reflective Resignation Letter****

[Your Name]
[Current Position]
[Department/Agency Name]
[Date]
Dear [Recipient's Name],
It is with mixed emotions that I submit my resignation from [Your
Position] at [Department/Agency Name], effective [Last Working Day].
Working here has been a profoundly rewarding experience, and I will
cherish the memories and relationships I have built.
Thank you for your understanding and support.
Warm regards,
[Your Name]