

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as Head of Department for [Department Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, as I have greatly enjoyed working with you and the team. I am grateful for the opportunities I have had during my time at [Company/Organization Name], and I appreciate the support and guidance provided to me.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. Please let me know how I can help during this transition period.

Thank you once again for the opportunities and experiences I have gained while working here. I hope to stay in touch, and I wish

[Company/Organization Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]