**FORMAL RESIGNATION LETTER**

**Subject:** Firstname Lastname Resignation

Dear Mr./Ms. Supervisor,

Please accept this letter as formal notification of my resignation from Capitol Company. My last day of work will be January 25, 20XX.

I really appreciate the experience and growth opportunities I have gained while working with you; my successor, like me, will be fortunate to be a part of your dynamic and supportive team operations.

If I can help in any way to ease the transition, please let me know. I wish you and [Insert Name of Company] continued success.

Sincerely,

Firstname Lastname