

[Current Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Dear [Recipient Name],

Please accept this letter as formal notification that I have received and accepted your resignation from your position as [Job Title], effective [Last Working Day Date].

We appreciate the leadership and strategic direction you have provided during your tenure. Your contributions have been instrumental to the growth and success of [Company Name], particularly in regards to [Specific Project or Achievement].

Over the coming weeks, we will coordinate with you to ensure a smooth transition of your executive responsibilities. [Name of Contact Person/HR] will reach out to discuss the details regarding your final compensation, benefits, and the return of company property.

On behalf of the entire Board and the leadership team, I would like to thank you for your dedication. We wish you the very best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]