[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: RESIGNATION AS OFFICER**

Dear [CONTACT NAME],

I have been thinking a lot about my role in the company, and after careful reflection, I have decided to resign as [OFFICER] of [YOUR COMPANY NAME] effective immediately. The most significant reasons for this difficult decision are [DESCRIBE REASONS].

Rest assured that I will provide support to my successor if the Company required.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUR EMAIL@YOURCOMPANY.COM]