

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one to make, but after careful consideration, I have decided to pursue [brief reason if desired, e.g., a new opportunity, personal reasons, etc.].

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I have greatly enjoyed working with the team and appreciate all the experiences that have allowed me to grow both personally and professionally.

I will do my utmost to ensure a smooth transition and complete my current projects before my departure. Please let me know how I can assist during this transition.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you and the team all the best in the future.

Sincerely,

[Your Name]