

# Resignation Letter

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. I have greatly enjoyed working at [Company Name] and am grateful for the opportunities to grow and learn. The support from you and my colleagues has been invaluable in my career, and I will always cherish the moments we've shared.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time here.

Thank you once again for the opportunity to be a part of [Company Name]. I hope our paths cross again in the future, and I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]