

Voluntary Resignation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This was not an easy decision for me, but I have decided to pursue [a new opportunity/personal reasons]. I am grateful for the opportunities I've had during my time at [Company's Name] and for your support and guidance.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]