

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation - [Your Name]

Dear [Manager's Name],

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

This decision was not made lightly, and it comes after careful consideration of my career path and personal goals. I have accepted a position that aligns more closely with my long-term aspirations and offers new challenges.

I am grateful for the opportunities I have had at [Company Name] and appreciate the support and guidance I have received during my time here. I have learned immensely and remain thankful for the valuable experiences.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can help during this process.

Thank you once again for the support. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]