

Resignation Letter

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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of a recent job-related move that I need to undertake.

I have greatly appreciated the opportunities for professional and personal development that you and the company have provided me during my time here. I am grateful for the support and guidance that have helped me grow in my role.

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

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing how the company continues to grow and succeed.

Sincerely,

[Your Name]