

Resignation Letter

Date: [Insert Date]

To,

[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 easy and took a lot of consideration. However, I have decided to pursue [new opportunity, personal reasons, etc.].

I truly value the opportunities I have received during my time at [Company's Name]. Thank you for the support, guidance, and encouragement you have provided me.

Please let me know how I can help during the transition period. I hope to maintain our professional relationship in the future.

Warm regards,

[Your Name]
[Your Position]
[Your Email]
[Your Phone Number]