

# Letter of Resignation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company 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 believe it is in my best interest as I pursue new opportunities in my career.

I am grateful for the opportunities I have had during my time at [Company Name] and appreciate the support from you and the team. I have enjoyed working with you and value the experiences I have gained.

I will ensure a smooth transition by completing my responsibilities and assisting in the training of my replacement if needed.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]