

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 as Database Administrator at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

During my time at [Company's Name], I have enjoyed working with the team and contributing to various projects that have enhanced my skills and experience in database management. However, I have decided to pursue new opportunities that align more closely with my career goals.

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

Thank you for the support and opportunities you have provided me during my tenure at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]
[Your Job Title]
[Your Phone Number]
[Your Email Address]