

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

After careful consideration, I have decided to pursue a new opportunity that will allow me to further grow my career. I am grateful for the opportunities I have had at [Company's Name] and appreciate the support and guidance received during my tenure.

I will ensure a smooth transition by completing my current projects and assisting in the training of my replacement, if needed. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]