

# 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].

It has been a difficult decision to make, but I have accepted an offer for a new career opportunity that I believe aligns better with my career goals and personal aspirations.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned a great deal and appreciate the support you and the team have provided me.

I am committed to ensuring a smooth transition and will cooperate to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]