

# Resignation Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[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 has not come easily, and it is with a mixture of excitement and sadness that I move forward to pursue a new opportunity that aligns more closely with my personal career goals.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and the team and have learned a great deal that I will carry with me throughout my career.

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

Thank you once again for the support and guidance you have provided. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]