

# 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 4 weeks from the date of this letter]. I have recently accepted a new job opportunity that I believe will help further my career goals.

I want to express my sincere gratitude for the support and opportunities provided to me during my time at [Company's Name]. I am committed to ensuring a smooth transition during my remaining weeks and am happy to assist in the training of my replacement.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Name]