

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 above]. I have made the decision to pursue a new opportunity that will further my career growth.

In order to ensure a smooth transition, I would like to extend my notice period by [insert duration, if applicable, e.g., an additional two weeks] and am committed to assisting in the handover process. I will ensure that all my current projects and responsibilities are completed and will help train my replacement if needed.

I am grateful for the opportunities I've had at [Company's Name] and for the support from you and my colleagues. I appreciate all that I have learned during my time here.

Thank you for your understanding. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]