

# 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 listed above]. However, I would like to provide an extended notice period to ensure a smooth transition for my responsibilities, and I propose to remain with the company until [Extended Last Working Day].

This decision has not been easy and involved considerable thought. I have accepted a position that will help me in my professional development, aligning with my career goals. I am incredibly grateful for the opportunities I've had at [Company's Name] and the support from you and my colleagues.

During my extended notice period, I will do everything possible to ensure a seamless transition, including training my replacement and completing outstanding projects. Please let me know how I can assist during this time.

Thank you again for your understanding and support. I hope to keep in touch in the future.

Sincerely,

[Your Name]