

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]. I have decided to pursue a specialized training opportunity that aligns with my career goals.

I appreciate the opportunities for professional development and personal growth that I have received during my time here. Thank you for your guidance and support.

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

Thank you once again for the support. I look forward to staying in touch in the future.

Sincerely,

[Your Name]