

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 was not easy and took a lot of consideration. An opportunity has arisen that I believe aligns with my career goals and aspirations, and I feel it is the right step for my professional growth.

I want to express my sincerest gratitude for the opportunities I've had during my time at [Company's Name]. I appreciate the support and guidance you've provided, which have significantly contributed to my development.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process during my remaining time here.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]