

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 two weeks from the date above].

After much consideration, I have accepted an exciting new role that will allow me to further develop my career. This decision was not easy, as I have truly enjoyed my time at [Company's Name] and am grateful for the opportunities to grow both personally and professionally.

Thank you for your support and guidance during my tenure. I appreciate the chance to be a part of such a wonderful team and will cherish the experiences I've had here.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this time.

Wishing [Company's Name] continued success in the future.

Sincerely,

[Your Name]