

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 careful consideration, I have accepted a position that I believe is more suited to my career goals and aspirations. This decision was not easy as I have truly enjoyed my time at [Company's Name] and I appreciate the opportunities I have been given to grow professionally.

I am committed to ensuring a smooth transition and will do everything I can to complete my current responsibilities and assist in the handover process during my remaining time.

Thank you for your support and guidance during my tenure at [Company's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]