

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, Typically Two Weeks from the Date Above].

This decision was not easy and took a lot of consideration. However, I have accepted an opportunity that will help me grow in my career and pursue my professional goals.

I want to thank you and the team for the support and guidance during my time at [Company's Name]. I am grateful for the opportunities I've had to contribute to the team and for the experiences I've gained.

During my remaining time, I will do my best to ensure a smooth transition and assist in handing over my responsibilities.

Thank you once again for everything. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]