

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 it comes with mixed emotions. After careful consideration, I have decided to pursue a career advancement opportunity that has presented itself following my recent promotion. I believe this new path will allow me to further develop my skills and achieve my long-term career goals.

I am incredibly grateful for the opportunities I've had at [Company's Name], particularly your support in my career development. I have enjoyed working alongside such a talented team and appreciate the experiences I have gained during my time here.

I will ensure a smooth transition by completing my current tasks and assisting in the handover process. Please let me know how I can help during this period.

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]