

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

Subject: Resignation Letter

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 decided to accept a promotion offer that aligns with my career goals. This decision was not made lightly, as I have truly valued my time at [Company's Name] and the opportunities I have had to grow both personally and professionally.

I want to express my deepest gratitude for your guidance and support throughout my tenure here. I am proud of what we have accomplished as a team, and I will always cherish the relationships I've built along the way.

In the coming weeks, I will do everything possible to ensure a smooth transition, including helping to train my replacement and finishing any outstanding projects.

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]