

# 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 hope this message finds you well. I am writing to formally resign from my position at [Current Company] effective [Last Working Day, typically two weeks from the date above].

While I am grateful for the opportunities and support I have received during my time here, I have been offered a promotion that I have decided to accept. This was not an easy decision, as I have truly enjoyed working with you and the team.

Please let me know how I can assist during the transition period. I hope to leave my position in a way that ensures a seamless handover of my responsibilities.

Thank you once again for everything. I hope to keep in touch.

Best regards,

[Your Name]