

Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but I believe it is in my best interest at this time.

While I have not secured another position, I feel that it is important to pursue some new opportunities and challenges. I am grateful for the support and opportunities I have received at [Company Name] and I appreciate having had the chance to work with such a talented team.

I am committed to ensuring a smooth transition and will do everything possible to complete my responsibilities before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]