

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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]. I have made the difficult decision to embark on a journey abroad, which I believe will be a valuable experience for my personal and professional growth.

It has been a pleasure working at [Company's Name] and I am truly grateful for the opportunities I have had here. I have learned a great deal and will always cherish the friendships and experiences gained during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process during my remaining time.

Thank you once again for your understanding and support. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

[Your Name]