

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

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].

I have accepted a new opportunity that aligns better with my career goals. However, I would like to express my willingness to assist in the transition process during my remaining time here.

I am open to being available for consultation or remote support after my departure if my skills are needed in the future.

Thank you for the opportunities I have had at [Company Name]. I appreciate your support and understanding during this transition.

Sincerely,
[Your Name]