

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company/Institution Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as a Research Scientist at [Company/Institution Name], effective [last working day, typically two weeks from the date].

This decision was not easy, and it took a lot of consideration. However, I have decided to pursue another opportunity that aligns more closely with my career goals.

I am incredibly grateful for the opportunities I have had during my time here, and I value the support and guidance I have received from you and my colleagues. I have learned so much, and I will always cherish my experiences at [Company/Institution Name].

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company/Institution Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]