

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 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 successfully achieved my job-related goals, and it is with mixed emotions that I take this step.

Working at [Company's Name] has been a significant chapter in my career, and I am grateful for the opportunities afforded to me. I have learned a lot, grown as a professional, and built lasting relationships with my colleagues.

I am committed to ensuring a smooth transition, and I will do everything I can to hand over my responsibilities effectively in the coming weeks.

Thank you once again for your support and understanding. I look forward to staying in touch in the future.

Sincerely,

[Your Name]