

# Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

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 am pleased to inform you that I have successfully completed the goals and projects set forth in my role. I believe this is an appropriate time to transition to new opportunities that align with my career aspirations.

I am grateful for the support and guidance you and the team have provided during my time here. I will ensure a smooth handover of my responsibilities and assist in training my successor if needed.

Thank you once again for the opportunities for personal and professional growth that you have provided me. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]