

# 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].

Having achieved my career ambitions during my time here, I feel it's the right moment for me to explore new opportunities and challenges that lie ahead.

I want to express my sincere gratitude for the support and guidance I have received throughout my tenure. I have greatly enjoyed working with you and the team, and I appreciate the personal and professional growth I have experienced.

I will ensure a smooth transition and am happy to assist in training my replacement or handing off my responsibilities.

Thank you once again for the opportunities I have been afforded at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]