

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 achieved the goals set for my role, and I believe it is the right time for me to pursue new opportunities.

I want to express my gratitude for the support and guidance I have received during my time at [Company's Name]. The experiences and knowledge gained here will be invaluable as I move forward in my career.

Thank you for the opportunities for professional and personal development that you have provided me. I hope to maintain our connections as I take this next step.

Warmest regards,

[Your Name]