

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 recently accomplished my career aspirations that I have sought for a long time, and I believe it is now time for me to pursue new opportunities that align with my future goals.

I want to thank you and the entire team for the incredible support and guidance throughout my journey here. The experiences I have gained will always be treasured as a significant part of my professional development.

I am committed to ensuring a smooth transition and will complete any outstanding work, as well as assist in transferring my responsibilities over the coming weeks.

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

Sincerely,

[Your Name]