

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective two weeks from today, [Last Working Day].

This decision was not easy, but after careful consideration, I believe it is in my best interest to pursue a role that aligns more closely with my career goals and personal well-being. I have truly appreciated the opportunities I have had while working at [Company Name] and the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time.

Thank you once again for the opportunity. I hope to keep in touch in the future.

Sincerely,
[Your Name]