

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as my time at [Company's Name] has been both a rewarding and educational experience. However, after careful consideration, I have decided to pursue [brief reason if comfortable, e.g., a new opportunity or personal reasons].

I am committed to ensuring a smooth transition and will do everything possible to complete my duties and assist in the handover of my responsibilities before my departure.

Thank you for the opportunity to be a part of [Company's Name]. I appreciate all the support and encouragement I have received during my tenure here.

Wishing the company continued success in the future.

Sincerely,

[Your Name]