

# 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]. This decision was not easy, but I believe it's time for me to pursue new opportunities.

I want to express my gratitude for the support and opportunities I've received during my time at [Company's Name]. I have learned a lot and will carry these experiences with me.

To ensure a smooth transition, I am happy to assist in the handover of my responsibilities. I can help train my replacement, provide documentation of ongoing projects, and be available for any questions that may arise after my departure.

Thank you once again for the support and guidance. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]