

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision for me to make, but after careful consideration, I have decided to pursue a new opportunity that I believe aligns more closely with my career goals.

In order to ensure a smooth transition, I am more than willing to assist in training my replacement and will ensure that all my responsibilities are up to date before my departure. I want to make this transition as seamless as possible for the team and the company.

Thank you for the support and opportunities I have received during my time at [Company Name]. I appreciate the chance to work with a talented team and will cherish the experiences I gained here.

Wishing you and the company continued success in the future.

Sincerely,

[Your Name]