

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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and involved considerable thought. I have accepted an opportunity that aligns with my career goals and aspirations for advancement.

I am grateful for the experiences and support I have received during my time at [Company's Name]. I appreciate the trust and guidance you've provided and will miss working with such a talented team.

During my remaining time, I will do my utmost to ensure a smooth transition. I am happy to assist in training my replacement or handing off my responsibilities.

Thank you for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]