

# 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]. I have accepted an overseas job offer that aligns with my career goals and aspirations.

Working at [Company's Name] has been a highly valuable experience, and I appreciate the opportunities for both personal and professional growth during my time here. I am grateful for the support and encouragement from you and my colleagues.

I will ensure a smooth transition by completing my current responsibilities and assisting in training my replacement, if needed. Please let me know how I can help during this process.

Thank you once again for the opportunities and experiences I have gained while working at [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]