

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 have accepted an opportunity that will allow me to advance my career internationally. I am excited about this new chapter in my professional journey, but I will always cherish the time I spent working with you and my colleagues at [Company's Name].

Thank you for the support, guidance, and opportunities for professional development during my time at the company. I am grateful for the experience I gained and the relationships I built.

During my remaining time, I am committed to ensuring a smooth transition, and I will do everything possible to hand over my responsibilities effectively.

Thank you once again for everything. I hope to keep in touch and I look forward to crossing paths in the future.

Sincerely,

[Your Name]