

# 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].

After careful consideration, I have decided to pursue a job opportunity overseas that aligns with my career goals and personal aspirations. This was not an easy decision, and I sincerely appreciate the support and opportunities I have received during my time at [Company's Name].

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and train my replacement if necessary.

Thank you once again for the invaluable experiences. I hope to stay in touch and wish [Company's Name] continued success in the future.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]