

# 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 recently accepted a job offer in [Foreign Country], and I believe this opportunity will contribute greatly to my personal and professional growth.

I am truly grateful for the opportunities I have had at [Company's Name] and for the support provided to me by you and my colleagues. I have learned a great deal during my time here, and I will cherish these experiences.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this time.

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

Sincerely,

[Your Name]