

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

This was not an easy decision, as I have enjoyed working with you and the team. I am grateful for the opportunities I have had during my time here and for the support I've received. I have learned a great deal and appreciate the chance to contribute to our projects.

During my remaining time, I will do everything I can to ensure a smooth transition. I am happy to assist in training my replacement and will make sure all my responsibilities are up-to-date before my departure.

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

Sincerely,

[Your Name]