

Resignation Letter

Date: [Your Resignation 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]. I have accepted an opportunity to further my career overseas, which I believe will enhance my professional growth.

This was not an easy decision to make, and I am truly grateful for the opportunities I have had to grow and develop at [Company's Name]. I appreciate the support and guidance provided during my time here and will cherish the relationships I have built with my colleagues.

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

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]