

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]. This decision was not easy, but I believe it is the right time for me to pursue new opportunities.

I want to assure you that I am committed to fulfilling my training obligations during the notice period. I will assist in the training of my replacement and ensure a smooth transition to minimize any disruption to the team.

I am grateful for the opportunities I have had at [Company's Name] and am thankful for your support and guidance. I hope to maintain a positive relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]