

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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date mentioned above].

Working at [Company's Name] has been a valuable experience, and I am grateful for the opportunities to contribute to our projects and grow alongside a talented team. However, after careful consideration, I have decided to accept a position at [New Company Name], where I hope to further my career and explore new challenges.

I am committed to ensuring a smooth transition over the next few weeks and will do everything I can to wrap up my responsibilities and assist in the handover process.

Thank you once again for your support and leadership during my time at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]