

# Resignation Letter

Date: [Insert 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]. This decision was not easy, but after careful consideration, I have decided to pursue new opportunities.

Working at [Company's Name] has been an incredible experience, and I am grateful for the challenges, learning, and growth I have experienced during my time here. I appreciate the support and guidance you and my teammates have provided me.

During my remaining time, I am committed to ensuring a smooth transition and will do my best to wrap up my duties efficiently. Please let me know how I can assist in training my replacement or transferring my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths will cross again in the future.

Sincerely,

[Your Name]