

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 today]. This decision comes as I have accepted an opportunity in a corporate role that aligns with my long-term career goals.

Working at [Company's Name] has been an incredibly exciting and transformative experience. I am grateful for the support and collaboration of my team and the valuable skills I have acquired during my time here. I truly appreciate the efforts of everyone at [Company's Name] who has contributed to my professional growth.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunities and experiences. I look forward to staying in touch and hope our paths may cross again in the future.

Sincerely,

[Your Name]