

# 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 made lightly, as I have enjoyed my time working in such a fast-paced environment with a dedicated team. However, I believe it is time for me to pursue new challenges and opportunities.

I am committed to ensuring a smooth transition during my remaining time and will do everything I can to hand over my responsibilities effectively.

Thank you for the support and opportunities you have provided me during my tenure. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]