

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 two weeks from today, [Last Working Day].

After much consideration, I have decided to accept an opportunity that aligns with my career goals following the pivotal certifications I recently earned in [mention certifications]. This new role presents a chance for me to apply my newly acquired skills and further develop my career.

I am incredibly grateful for the opportunities for growth and development you have provided me during my time at [Company's Name]. I have enjoyed working with the team and appreciate the support and guidance you have given me.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in a suitable condition for my successor.

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

Sincerely,

[Your Name]