

# 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 [Last Working Day, typically two weeks from the date above]. This decision comes as I have recently acquired the necessary credentials mandated for my professional development in this field.

My time at [Company's Name] has been immensely rewarding, and I am grateful for the opportunities I've had to grow both professionally and personally. I appreciate the support and guidance I have received during my tenure here.

Please let me know how I can assist during the transition process. I hope to leave my responsibilities in a state that is smooth for my successor.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]