

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]. I have recently received my essential licenses, which will allow me to pursue new opportunities in my field.

I am grateful for the support and opportunities I have received during my time here. I appreciate the experiences that have contributed to my professional growth.

Thank you for your understanding. I hope to maintain a positive relationship in the future.

Sincerely,

[Your Name]