

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one and took a lot of consideration. After careful thought, I have decided to explore new professional opportunities that align with my career goals.

I am grateful for the opportunities I have had at [Company Name] and for the support provided by you and my colleagues. I have learned and grown significantly during my time here.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can help during this time.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]