

# 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 after much reflection on my career and personal goals, and I feel that it is the right time for me to pursue new opportunities.

My time at [Company's Name] has been incredibly fulfilling, and I am grateful for the experiences I have gained and the relationships I have built over the years. The hospitality industry has taught me invaluable lessons, and I will always cherish the memories created with our team and our guests.

I am committed to ensuring a smooth transition and will gladly assist in training my replacement or wrapping up ongoing projects during my remaining time here.

Thank you once again for the support and encouragement throughout my career at [Company's Name]. I hope to stay in touch and I wish the company continued success in the future.

**Sincerely,**

[Your Name]