

Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Resignation Letter

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].

After careful consideration, I have decided to pursue a new career opportunity in the hospitality industry that aligns with my long-term career goals. This decision was not easy, and I truly value the time I have spent at [Company's Name].

I appreciate the support and the opportunities for personal and professional development that I have received during my tenure. I have enjoyed working with you and the team, and I will always look back on my time here with fond memories.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities before my departure. Please let me know how I can assist during this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the company continued success in the future.

Sincerely,

[Your Name]