

# Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

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 was not easy and took a lot of consideration. However, I believe it is time for me to pursue new opportunities.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I have greatly appreciated working alongside such an amazing team.

To ensure a smooth transition, I would like to recommend the following team members for additional support in my absence:

- [Team Member 1 Name] - [Their Role]
- [Team Member 2 Name] - [Their Role]
- [Team Member 3 Name] - [Their Role]

I am committed to assisting in the transition process and will do everything possible to hand over my responsibilities seamlessly.

Thank you once again for everything. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]