

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]

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].

With the successful conclusion of [specific initiative or project name], I believe this is the right time for me to step away and pursue new opportunities. I am incredibly proud of what we achieved and grateful for the support and collaboration of the entire team.

I will do everything possible to ensure a smooth transition before my departure. Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I appreciate our time working together and hope to keep in touch in the future.

Sincerely,
[Your Name]