

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 easy for me, as I have greatly enjoyed working with the team and have learned a lot during my time here. However, after careful consideration, I believe it is time for me to pursue new opportunities.

Thank you for the support and guidance you have provided during my tenure. I am committed to making this transition as smooth as possible and will do my best to wrap up my responsibilities.

Once again, I appreciate everything and look forward to staying in touch.

Sincerely,

[Your Name]