

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 careful consideration and the acceptance of a job sponsorship opportunity that aligns closely with my career goals.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the professional growth it has provided me.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship going forward.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]