

Resignation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, ZIP]
[Your Email]
[Your Phone Number]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP]

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 accepted a sponsorship opportunity that will allow me to further my professional development. I believe this is a pivotal step in my career, and I am excited about the new challenges ahead.

I want to express my gratitude for the support and opportunities I have received while being part of [Company's Name]. I appreciate your guidance and the experience gained during my time here.

I am committed to ensuring a smooth transition. I will do my best to complete my current responsibilities and assist in training my successor if needed.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]