

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 comes as a result of an opportunity for external sponsorship that I cannot overlook. While I am grateful for the experiences and opportunities I have had at [Company Name], this new venture aligns more closely with my long-term career goals.

I appreciate the support and guidance provided by you and the entire team during my time here. I will ensure a smooth transition by completing any pending tasks and assisting in the handover process.

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

Sincerely,

[Your Name]