

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]. After careful consideration, I have decided to accept the sponsorship confirmation from [New Opportunity/Company Name].

I would like to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have enjoyed working with the team and appreciate the support you have provided me.

I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are up to date before my departure.

Thank you again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]