

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

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 has not come easily, as I have greatly enjoyed working here and appreciate all of the opportunities I have been given.

However, I have received an exciting sponsorship offer that aligns with my career aspirations and personal goals. After careful consideration, I have decided to accept this new opportunity.

I am committed to ensuring a smooth transition and will do everything I can to assist during this period. Thank you for your understanding and support.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]