

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]. This decision comes as I have accepted a sponsorship opportunity that aligns with my career goals and aspirations.

I want to express my gratitude for the support and opportunities I've received during my time here. It has been a pleasure working alongside you and the team.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

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

Sincerely,

[Your Name]