

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

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 my recent acquisition of sponsorship that will allow me to pursue [specific goals or opportunities related to the sponsorship]. It has been a valuable experience working at [Company Name], and I am grateful for the opportunities and growth I've experienced during my tenure here.

I appreciate your support and guidance, and I look forward to staying in touch as I move forward in my career.

Thank you once again for everything.

Sincerely,
[Your Name]