

# 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], as I have accepted a new sponsorship position.

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I have had while working at [Company's Name] and I appreciate the support and guidance provided to me during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and train my replacement, if applicable.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]