

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]. I have accepted a senior management role elsewhere that aligns with my career aspirations and personal goals.

This decision was not made lightly, as I am truly grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance you have provided me throughout my tenure.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to keep in touch and wish you and the team all the best in the future.

Sincerely,

[Your Name]