

[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]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Current Company Name], effective [Last Working Day, typically two weeks from the date above]. I have accepted a managerial position at [New Company Name] that will further my professional growth and allow me to pursue new challenges.

I am incredibly grateful for the opportunities and experiences that I have gained while working at [Current Company Name]. I have enjoyed working with you and the team, and I appreciate your guidance and support during my tenure here.

To ensure a smooth transition, I am happy to assist in training my replacement or handing off my responsibilities in the coming weeks. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing how [Current Company Name] continues to grow in the future.

Sincerely,

[Your Name]