

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 [Current Company Name], effective [Last Working Day, typically two weeks from the date above]. I have accepted an offer for a managerial position at another firm that will provide new challenges and opportunities for growth.

I want to express my gratitude for the opportunities I have had at [Current Company Name]. The support and mentorship I received have been invaluable, and I am truly appreciative of my time spent here.

I am committed to ensuring a smooth transition and will do my utmost to complete my responsibilities and train my replacement during my notice period.

Thank you again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]