

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].

I have recently been offered a promotion opportunity with another organization that I believe aligns better with my career goals. This was not an easy decision, as I have enjoyed my time working with you and the team at [Company Name]. I am grateful for the support and opportunities I have received during my tenure.

I will do everything I can to ensure a smooth transition during my remaining time here and will assist in training my replacement if needed.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]