

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 challenging managerial role that will help me further develop my career goals.

I want to express my gratitude for the opportunities I have had while working at [Company's Name]. I have greatly appreciated the support and guidance you and the team have provided.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my current duties and assist in the handover process.

Thank you once again for the valuable experiences and I hope to stay in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]