

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]

Subject: Resignation Notice

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]. This decision was not an easy one, but I have accepted a new managerial opportunity that I believe will aid in my professional growth.

I am grateful for the opportunities I've had at [Company's Name] and appreciate the support from you and the team during my tenure. I am committed to making the transition as smooth as possible and will assist in training my replacement during the notice period.

Thank you again for everything. I hope to stay in touch and wish you and the company continued success.

Sincerely,

[Your Name]