

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It is with mixed emotions that I submit my resignation, as I have accepted a higher-level management position that aligns closely with my career goals and aspirations. I am excited about this new opportunity, but I will miss my colleagues and the collaborative work environment we have cultivated here.

Thank you for the support and opportunities for growth that you have provided me during my time at [Company's Name]. I am committed to ensuring a smooth transition and will do everything I can to transfer my responsibilities effectively before my departure.

Please do not hesitate to reach out if there is anything specific you would like me to focus on during my remaining time.

Thank you once again, and I hope to stay in touch.

Sincerely,

[Your Name]