

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Manager's Name]

[Department Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, I believe it is in my best interest to pursue other opportunities at this time.

I am grateful for the opportunities I have had to grow and develop professionally while working at [Organization Name]. I appreciate the support and guidance that you and my colleagues have provided during my tenure here.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in good standing.

Thank you once again for your support. I look forward to staying in touch.

Sincerely,

[Your Name]