

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]. This decision was not made lightly, and I feel it is important to provide detailed reasons for my departure.

After careful consideration, I have decided to pursue [briefly explain reason, e.g., a new career opportunity, personal reasons, professional growth, etc.]. My time at [Company's Name] has been invaluable, and my decision to leave is motivated by [specific detail about the new opportunity or personal circumstances].

I want to express my gratitude for the opportunities I have had while working at [Company's Name]. I have learned [mention specific skills or experiences gained] and have enjoyed collaborating with such a talented team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the support and opportunities during my tenure. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]