

[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 Letter**

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 after careful consideration, I have decided to move on to pursue other opportunities.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance provided to me, and I have enjoyed working with my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to complete my current tasks and assist in the handover process.

Thank you for your understanding.

Sincerely,

[Your Name]