Resignation Notice

[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]

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 easy to make, but after careful consideration, I have decided to pursue a new career opportunity that aligns better with my professional goals.

I would like to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate all the learning experiences I have gained.

I am committed to ensuring a smooth transition and will do my utmost to complete my current tasks and assist in the handover process during my remaining time here.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing how the company continues to grow in the future.

Sincerely,

[Your Name]