

Resignation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 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 have accepted a position that will help me further my career goals.

I am grateful for the opportunities I've had at [Company Name] and for the support you and my colleagues have provided me during my time here. I have enjoyed working with the team and will cherish the experiences I've gained.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you for your understanding. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]