

# Resignation Letter

[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 as [Your Job Title] at [Company's Name], effective two weeks from today, [Last Working Day, e.g., Date].

This decision was not an easy one, and it took a lot of consideration. However, after careful thought, I have decided to pursue an opportunity that will help me grow professionally.

I want to express my gratitude for the opportunities I've had at [Company's Name] and for your support during my tenure. I have learned a great deal and truly value my time here.

During my remaining time, I am committed to ensuring a smooth transition and will assist in transferring my responsibilities to whoever will take over my role.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]