

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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and took a lot of consideration, but I have decided to pursue a new opportunity that will further my career.

In accordance with my contract, I am providing [Notice Period, e.g., 'two weeks'] notice. I am committed to ensuring a smooth transition and will assist in training my replacement and handing off my responsibilities.

I want to express my gratitude for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have enjoyed working with such a talented team and will cherish the experiences I have gained.

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]