

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 Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, especially considering the upcoming [Project Name or Description]. I believe it is in the best interest of my career and personal growth to pursue new opportunities at this time.

I am grateful for the support and guidance I have received during my tenure at [Company's Name]. I am committed to ensuring a smooth transition and will gladly assist in training my replacement or wrapping up my responsibilities before my departure.

Thank you for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]