

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]

Subject: Resignation - [Your Name]

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].

After careful consideration, I have decided to pursue a new opportunity that aligns with my career goals. This decision was not easy, especially following the recent promotion to [New Position] within the company, which I truly appreciate. I am grateful for the incredible experiences and support I've received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the opportunities for personal and professional growth that you have provided me. I am looking forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Name]