

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

I have recently been offered a unique job opportunity abroad that I believe will significantly advance my career. This decision was not made lightly, as I have greatly enjoyed working at [Company's Name] and appreciate the opportunities for professional and personal development that you have provided me.

During the remaining time, I am committed to ensuring a smooth transition. I will do everything I can to hand over my responsibilities and assist in training my replacement if needed.

Thank you once again for the support and guidance you have offered me during my time at [Company's Name]. I hope to keep in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]