

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 at [Company's Name], effective [Last Working Day, typically two weeks from date of letter]. I have accepted a job offer that I believe will further my career goals.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have appreciated the chance to work alongside such a talented team and learn from my experiences here.

Please let me know how I can assist during the transition period. I hope to stay in touch, and I look forward to crossing paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]