

# 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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. I have accepted a new position that will help me grow in my career.

I want to extend my gratitude for the opportunities I've had at [Company's Name]. I have enjoyed working with you and the team, and I appreciate all the support and guidance you've provided throughout my time here.

I will do my best to ensure a smooth transition and complete all outstanding work before my departure. Please let me know how I can assist in the transition process.

Thank you once again for everything. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]