

[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 Letter

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].

This decision was not made lightly, but I have received an offer for a new role that provides exciting opportunities for my career growth. I am truly grateful for the support, guidance, and opportunities I've received during my time here.

I will do my utmost to ensure a smooth transition and will help in the handover of my responsibilities. Please let me know how I can assist during this period.

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

Sincerely,

[Your Name]