

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 the date of this letter].

This decision was not easy and took a lot of consideration. I have received an offer for a new position that presents a significant opportunity for my career growth and aligns more closely with my future goals.

I am grateful for the opportunities I have had at [Company's Name] and for your support throughout my tenure. I have enjoyed working with you and the team, and I appreciate the experiences that have contributed to my professional development.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in the coming weeks.

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

Sincerely,

[Your Name]