

# 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 accepted a new job opportunity that I believe aligns with my career goals and aspirations.

This was not an easy decision to make, as I have greatly enjoyed working at [Company's Name] and am grateful for the opportunities for personal and professional growth during my time here. I appreciate the support and guidance you and the team have provided me.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]