

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]. This decision comes after careful consideration and in light of a recent job offer that aligns with my career goals.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have learned a great deal and greatly appreciate the support I've received.

I am committed to making this transition as smooth as possible. Please let me know how I can assist in the handover process.

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

Sincerely,
[Your Name]