

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have accepted a new job opportunity that will further my career goals. I am grateful for the support and opportunities I have received during my time at [Company Name]. It has been a pleasure working with such a dedicated team.

I will do everything possible to ensure a smooth transition before my departure. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]