

Resignation Letter

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 of this letter].

After careful consideration, I have decided to accept an offer for a new opportunity that I believe aligns more closely with my career goals. This was not an easy decision as I have greatly valued my time here and appreciate the opportunities I've had to grow and develop professionally.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time with the company.

Thank you for the support and mentorship you have provided me during my tenure at [Company Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]