

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 position in the private sector that aligns with my career goals.

This was not an easy decision, as I have enjoyed working with you and the team. I am grateful for the opportunities for professional and personal development that you have provided during my time at [Company's Name]. I appreciate your guidance and support.

During my notice period, I am committed to ensuring a smooth transition. I will complete my outstanding tasks and assist in training my successor, if necessary.

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

Sincerely,
[Your Name]