

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, I believe it is time for me to explore new opportunities and challenges. I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope our paths may cross in the future.

Sincerely,

[Your Name]