

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

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

This decision was not an easy one and took a lot of consideration. However, after thoughtful deliberation, I have decided to pursue a new career opportunity that will allow me to further develop my skills and advance in my professional journey.

I am grateful for the opportunities I have received at [Company's Name] and for the support from both you and my colleagues. I have learned a great deal during my time here and will always value my experience.

I am committed to ensuring a smooth transition, and I am happy to assist in training my replacement or wrapping up my current projects during my remaining time.

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

Sincerely,

[Your Name]