

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]. This decision was not easy, but I have decided to pursue new career opportunities that align with my professional goals.

I would like to express my gratitude for the experiences and opportunities I have had during my time at [Company Name]. I appreciate your guidance and support, and I will cherish the relationships I have built here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you again for the support and opportunities. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]