

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 has not come easily, but after careful consideration, I have decided to pursue new challenges that will further my career development. I am grateful for the opportunities I've had to grow and learn during my time at [Company Name].

Please let me know how I can assist during the transition. I hope to maintain our professional relationship and stay in touch in the future.

Thank you once again for your guidance and support. I wish the company continued success.

Sincerely,

[Your Name]