

# 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] in the engineering department, effective immediately.

This was not an easy decision to make, but I believe it is in my best interest to pursue other opportunities.

I appreciate the opportunities for professional and personal development that you have provided me during my time here. I am grateful for the support and guidance from my colleagues and management.

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

Thank you for your understanding.

Sincerely,

[Your Name]