

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, after careful thought, I have decided to pursue an opportunity that will allow me to further my career and professional growth.

I want to express my sincere gratitude for the support and opportunities I have received during my time at [Company's Name]. I appreciate the guidance, mentorship, and the valuable experiences I have gained while working with such a talented group of individuals.

I am committed to making this transition as smooth as possible and will do everything I can to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]