

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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].

After much consideration, I have decided to pursue a new opportunity that will further my career advancement. This decision was not easy, as my time at [Company's Name] has been incredibly rewarding and I am grateful for the opportunities I have had to grow professionally.

I want to express my sincere appreciation for the support, guidance, and friendship I have received during my tenure here. I have learned and grown so much while being part of this team, and I will always hold fond memories of my experiences at [Company's Name].

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to assist in the training of my successor.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]