

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. After careful consideration, I have decided to pursue new opportunities and challenges after a rewarding [number of years] years with the company.

My time at [Company Name] has been incredibly fulfilling. I have had the pleasure of working alongside talented colleagues and have learned so much during my tenure. I am truly grateful for the support and opportunities I have received while being part of the team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in the coming weeks. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be part of [Company Name]. I look forward to staying in touch, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]