

# 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 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 required a lot of consideration. However, after careful thought, I have decided to pursue a new opportunity that will allow me to further advance my career.

Working at [Company's Name] has been a fantastic experience, and I genuinely appreciate the opportunities for personal and professional growth. I am grateful for the support and guidance provided throughout my tenure.

I am committed to ensuring a smooth transition and will be happy to assist in training my replacement or handing off my responsibilities during the notice period.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]