

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 of this letter]. This decision comes after thoughtful consideration, especially following the recent integration within the company.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have greatly appreciated the support and guidance provided by you and my colleagues. However, I believe this is the right time for me to pursue new avenues.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch in the future.

Sincerely,
[Your Name]