

# 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].

This decision has not been easy and took a lot of consideration. However, I have decided to pursue a new opportunity that will further my career and personal growth.

I am truly grateful for the opportunities I have had at [Company Name]. I appreciate the support and guidance you and the team have provided me over the years. I have greatly enjoyed my time working here and have learned a great deal.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in good order and ensure a smooth handover.

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

Sincerely,

[Your Name]