

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 date above]. I have decided to accept a job opportunity that I believe is a better fit for my career goals.

I've appreciated the chance to work at [Company's Name] during my probation period. I value the experience I've gained and the relationships I've built, and I hope to maintain those connections in the future.

Thank you for your understanding. I wish you and the team continued success. Please let me know how I can assist during the transition.

Sincerely,

[Your Name]