

Resignation Letter

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

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 was not an easy one. However, I have decided to pursue an opportunity to travel abroad, which I believe will be beneficial for my personal and professional growth. I have always valued my time at [Company Name] and am grateful for the opportunities to work with such a talented team.

I will ensure a smooth transition and assist in training my replacement during my remaining time here. Please let me know how I can help to make this process easier.

Thank you for your understanding. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]