

# 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 as [Your Position Title] at [Company Name], effective [Last Working Day]. After careful consideration, I have decided to pursue an opportunity that will allow me to further advance my career.

I want to express my gratitude for the support and opportunities I have received during my time at [Company Name]. I have greatly enjoyed working with the team and have learned a lot.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process.

Thank you once again for the opportunity. I look forward to staying in touch and wish [Company Name] continued success.

Sincerely,

[Your Name]