

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 above]. This decision comes after my recent graduation and the pursuit of new opportunities in my career.

I want to express my gratitude for the support and guidance I have received during my time at [Company's Name]. The experiences and skills I have gained here will be invaluable as I move forward in my career.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure.

Thank you once again for the opportunity. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]