

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 as a Sales Representative at [Company's Name], effective [Last Working Day]. This decision was not easy and involved considerable thought.

Over the past [duration of employment], I have greatly appreciated the opportunities for personal and professional development that you and the company have provided. However, I have decided to pursue a career advancement opportunity that aligns more closely with my long-term career goals.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time at the company.

Thank you once again for the guidance and support during my tenure at [Company's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]