

# Voluntary 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 the date above].

This decision was not easy and took a lot of consideration. However, after careful thought, I believe this is the right step for my career. I am grateful for the opportunities I have had during my time at the company and appreciate the support provided to me.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]