

# 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]

## **Subject: Resignation from [Your Position]**

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision is not one I made lightly, but after careful consideration, I have determined that there are conflicting interests that prevent me from continuing in my role. I believe it is in the best interest of both myself and the company to part ways at this time.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support I have received from you and my colleagues. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time.

Thank you for your understanding. I wish [Company's Name] continued success, and I hope to stay in touch in the future.

Sincerely,

[Your Name]