

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 was not made lightly, as I have greatly enjoyed my time working with the team and appreciate the opportunities I have been given. However, I have accepted a position at another company that aligns more closely with my career goals.

I am committed to making this transition as smooth as possible and am happy to assist in training my replacement during my remaining time here.

Thank you once again for the support and guidance during my tenure at [Company's Name]. I hope to stay in touch, and I wish everyone at the company continued success.

Sincerely,

[Your Name]