

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

After careful consideration, I have decided to pursue another opportunity that will allow me to grow both personally and professionally. I have enjoyed working at [Company Name] and am grateful for the support and opportunities I received during my time here.

I will do everything possible to ensure a smooth transition and will assist in the handover of my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company Name]. I wish you and the team all the best in the future.

Sincerely,

[Your Name]