

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue a new opportunity that will further my career goals. I appreciate the opportunities I have been given during my time at [Company Name] and the support provided to me by you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to finish my current responsibilities and assist in training my replacement if needed.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to keep in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]