

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 two weeks from today, [Last Working Day].

This decision has not come easily, but after careful consideration, I feel it is in my best interest to pursue a new opportunity that aligns more closely with my personal and professional goals.

I want to express my gratitude for the opportunities I have had at [Company's Name]. I appreciate the support and guidance I have received during my time here.

To ensure a smooth transition, I am more than willing to assist in training my replacement and wrapping up my current projects. Please let me know how I can help during this period.

Thank you once again for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]