

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 [Last Working Day, typically two weeks from the date above].

The decision to leave was not easy and took a lot of consideration. However, I have accepted a position that I truly believe will further my career advancement and personal growth.

I am incredibly grateful for the opportunities I have had working at [Company's Name] and for the support from you and my colleagues. I have learned a great deal and will always value my time here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]