

# 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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make as I have truly enjoyed my time working at [Company's Name] and am grateful for the opportunities I have had for personal and professional growth. However, after careful consideration, I have decided to pursue a new career advancement opportunity that aligns more closely with my long-term goals.

I would like to express my heartfelt gratitude for the support, guidance, and encouragement I have received during my time here. I appreciate the chance to work with such a talented team and will cherish the experiences and relationships I have built while at [Company's Name].

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively before my departure.

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]