

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 was not made lightly, as I have thoroughly enjoyed my time at [Company's Name] and am grateful for the opportunities for personal and professional development I have received.

However, I have accepted a new position that will allow me to advance my career and fulfill my professional goals. I regret leaving such a wonderful team and company, and I deeply appreciate all the support and guidance you have provided during my tenure.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]