

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].

I have accepted a new job opportunity that aligns with my career goals and aspirations. It was not an easy decision to make, and I am truly grateful for the experiences and opportunities I have had at [Company's Name].

Thank you for your support during my time here. I appreciate all the guidance and encouragement you've provided and I hope to stay in touch.

Sincerely,

[Your Name]